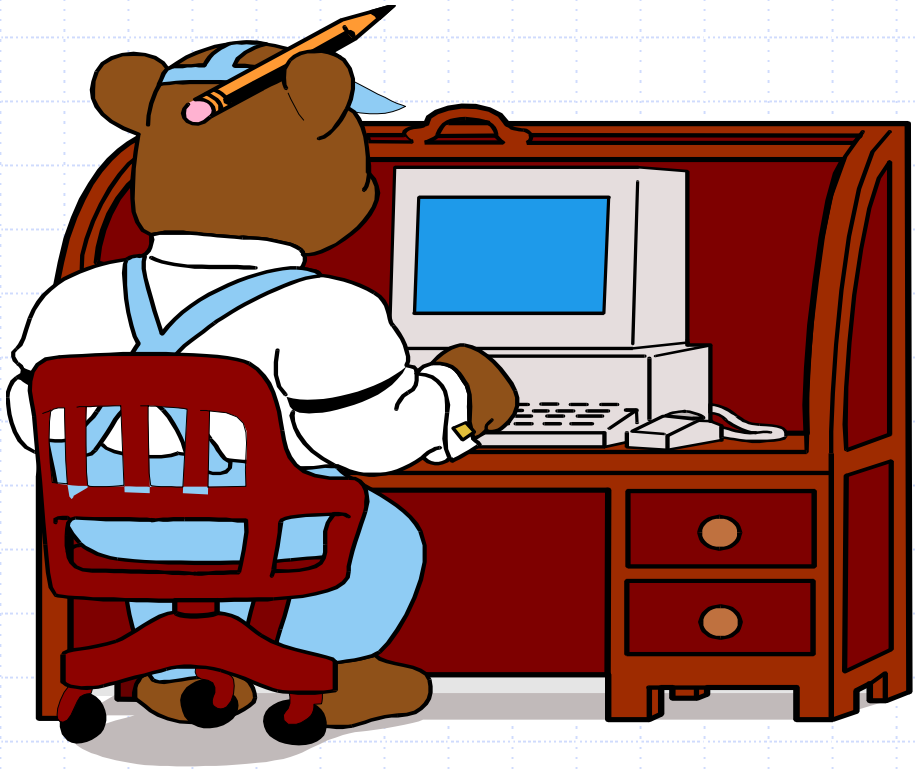
The iPEP system Manual

revised February 2004



Department of LABOR AND INDUSTRIES

iPEP = Internet Purchased Electrical Permits

- You can buy new permits 24 hours a day, 7 days a week.
- Check your contractor account balance.
- Reprint existing electrical permits

Frequently asked questions

- Q. I was not able to print or forgot to print my permit. What do I do now?
- A. Use the reprint option in EIRS or in iPEP. For iPEP Permit/account services, select the Print Permit.
- Q. I recently changed my password and have not been able to access the iPEP or EIRS site since. What's up with that?
- A. If you changed your password and used upper case letters, special characters or symbols the system may not recognize your new password. Contact Phyllis Cooper at: tayp235@lni.wa.gov or 360.902.5293 to have your password reset

Q. Can I add additional fees to an existing permit?

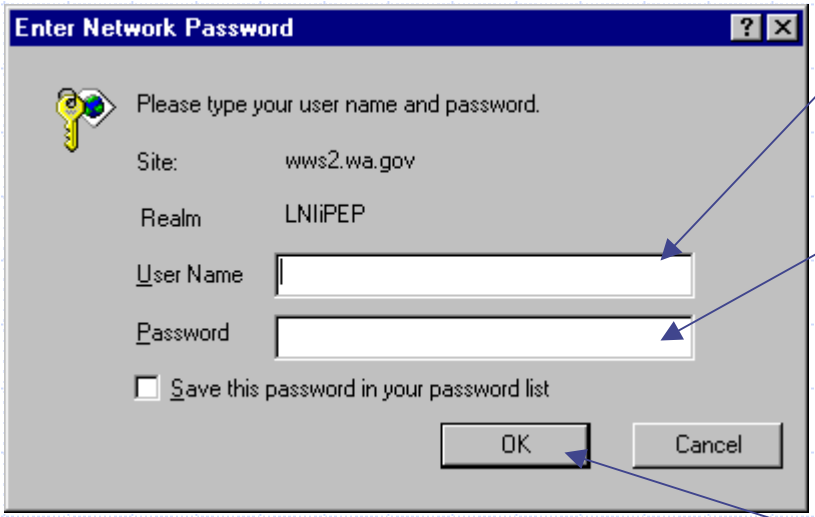
- A. No, not yet. To add fee items, or make **any changes** to an existing permit contact your local field service office. You may do this by faxing a request for permit change to any office. Include your permit number and item you want changed. (IE: address, additional fees etc.) Don't forget to give them authorization to deduct the additional fees from your account.
- Q. The directions I entered in the permit are wrong. How do I fix them?
- A. This is a change. Contact your local office for the change to be made.
- Q. I get an error message "Your request cannot be processed at this time. Please try again later. What does this mean?
- A. This message is displayed for two reasons. One is when the system is experiencing high activity and the server is busy, the other is when we have to temporarily take the server down for maintenance.
  - **To determine which is happening**
  - **Click the refresh button on your toolbar**
  - **If the server is up, your screen will come back with the page you expected. If the server is down the same message will be displayed.**

Account Deposit slip

- A fillable form for use when making a deposit to your account is available online.
  - Go to http://www.lni.wa.gov/Forms/pdf/500080af.pdf
    - Only checks written by the owner of the account, (the contracting company) can be deposited to the cd account.

Login to the system

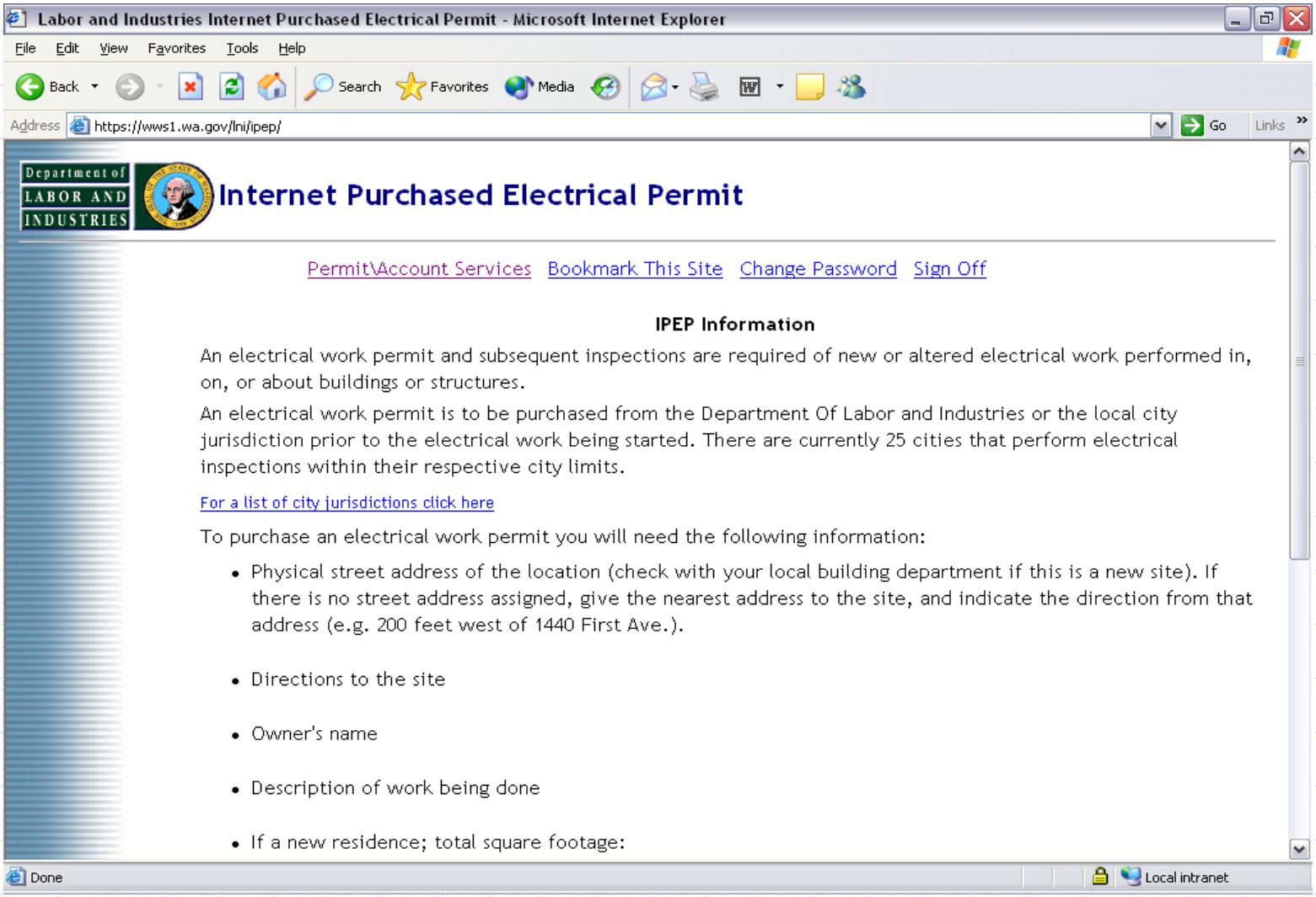
1.Type in the user name provided by the department



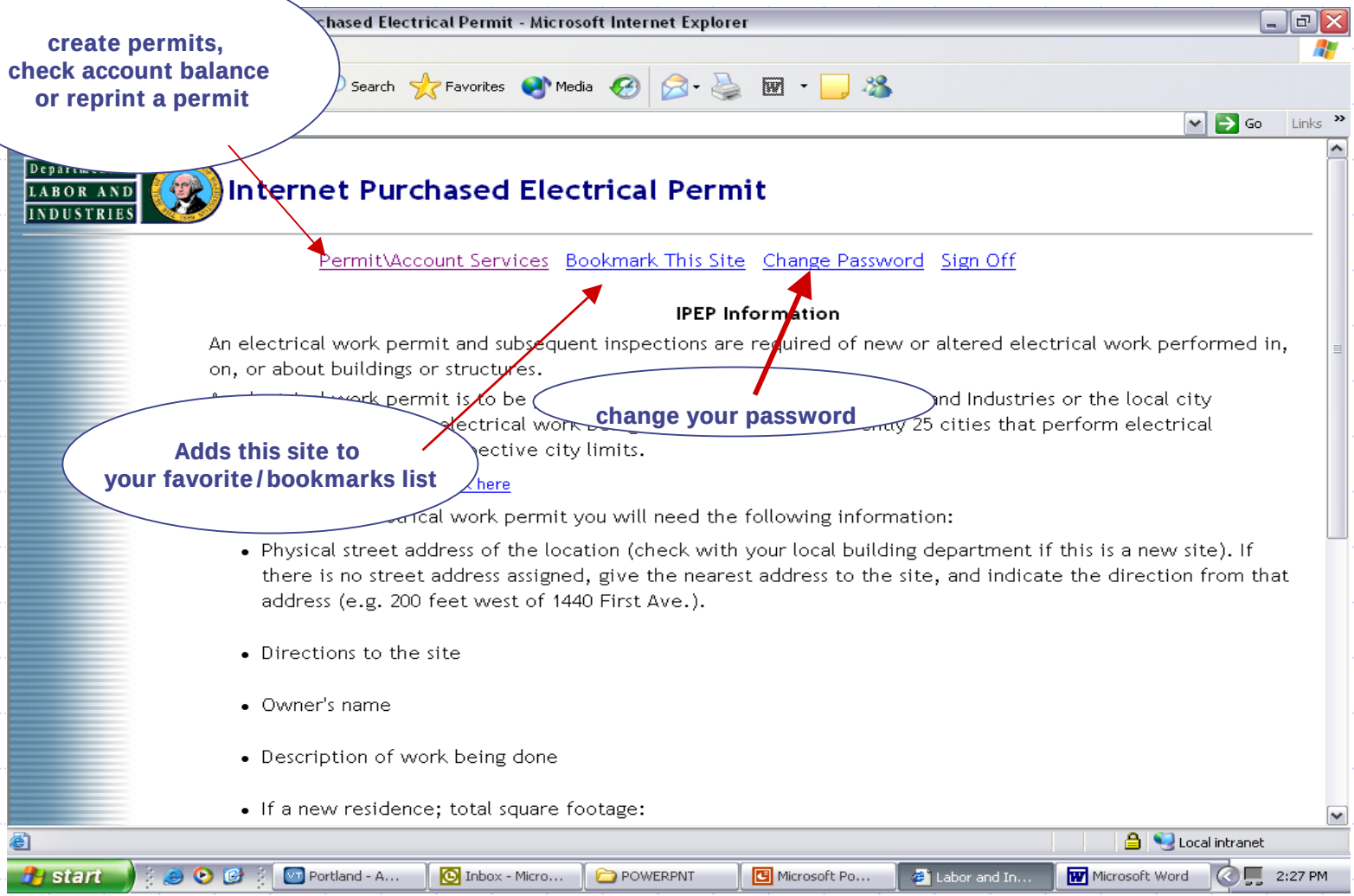
2.Type in your password

Click OK

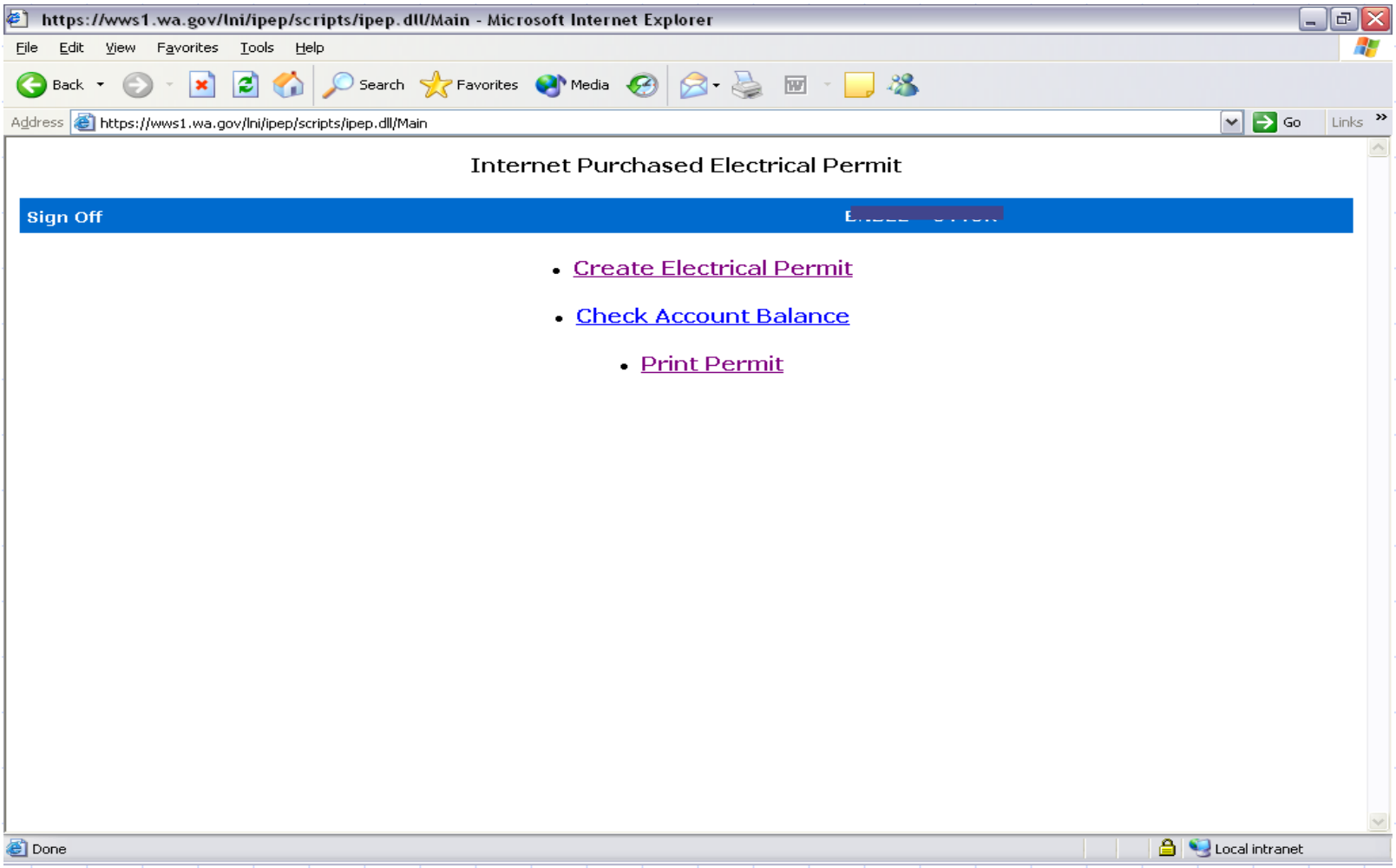
1st page provides information you will need to purchase a permit and a link to the list of cities who do their own inspections, as well as links to other options.



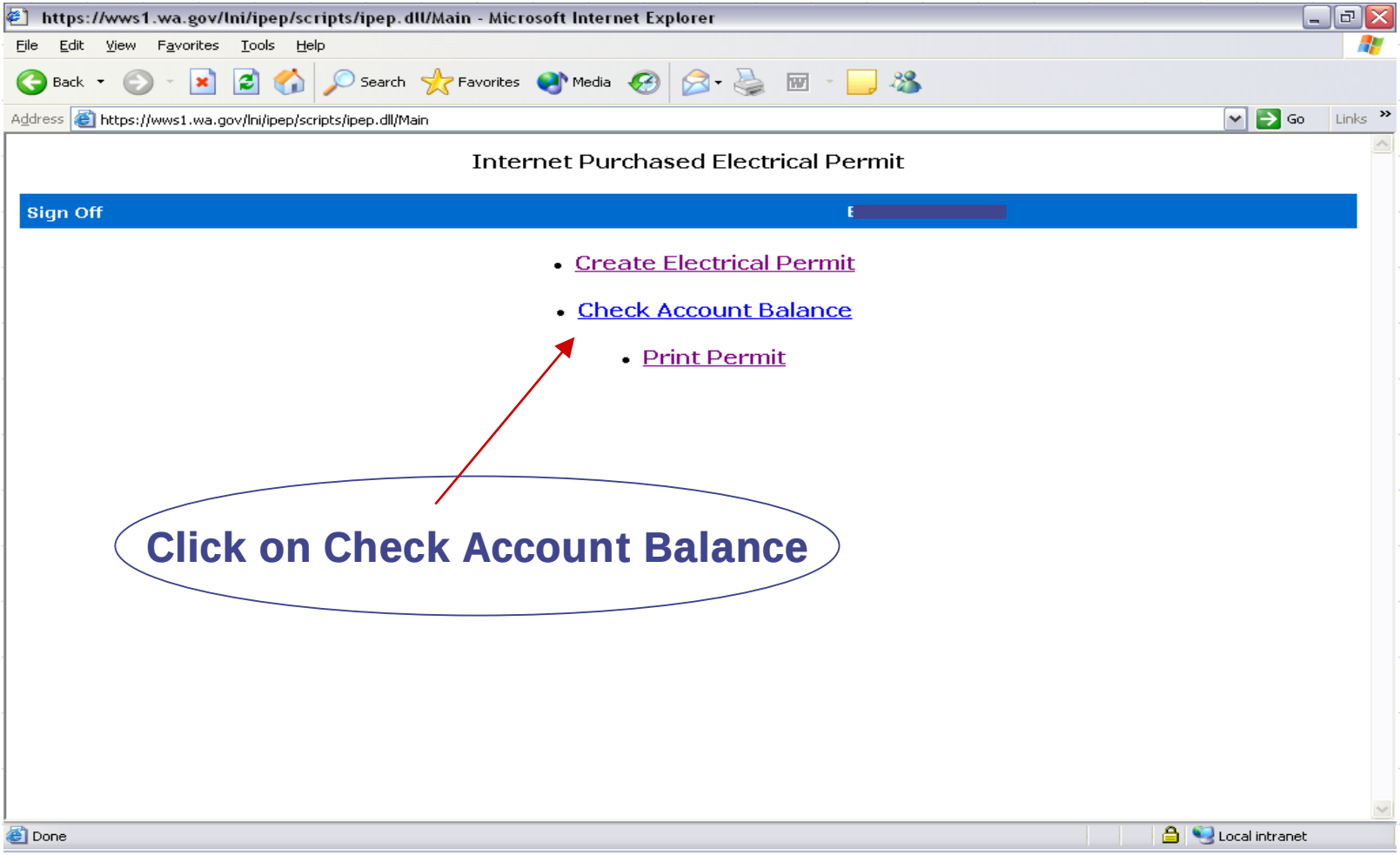
What Can I Do on This Site?



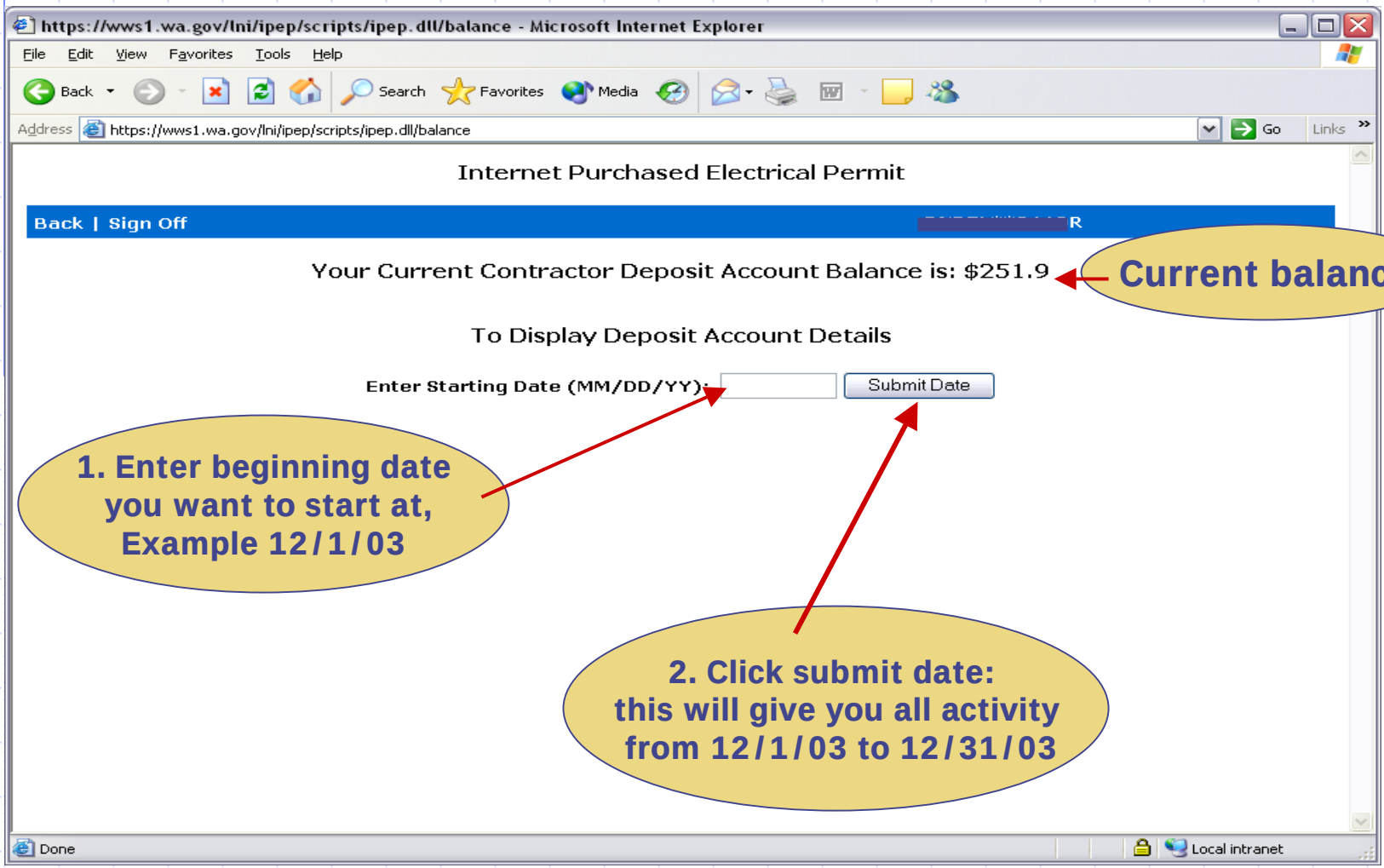
Clicking on the Permit\Account Services gives you your additional options.



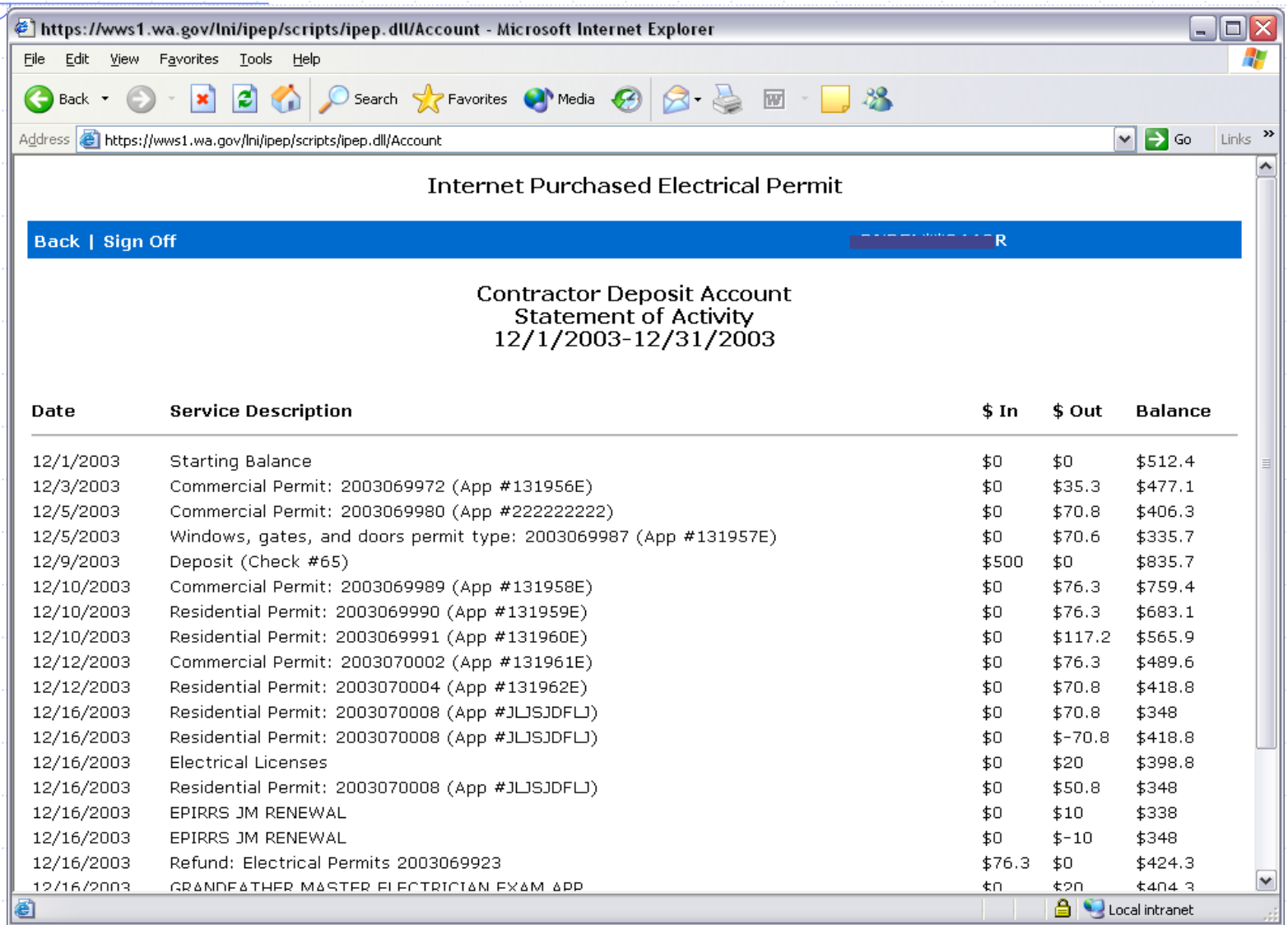
Checking Account Balance



Your current balance is displayed. To see the history enter the beginning date you want to look at your history from.
(You can only look at 30 days of history at time.)

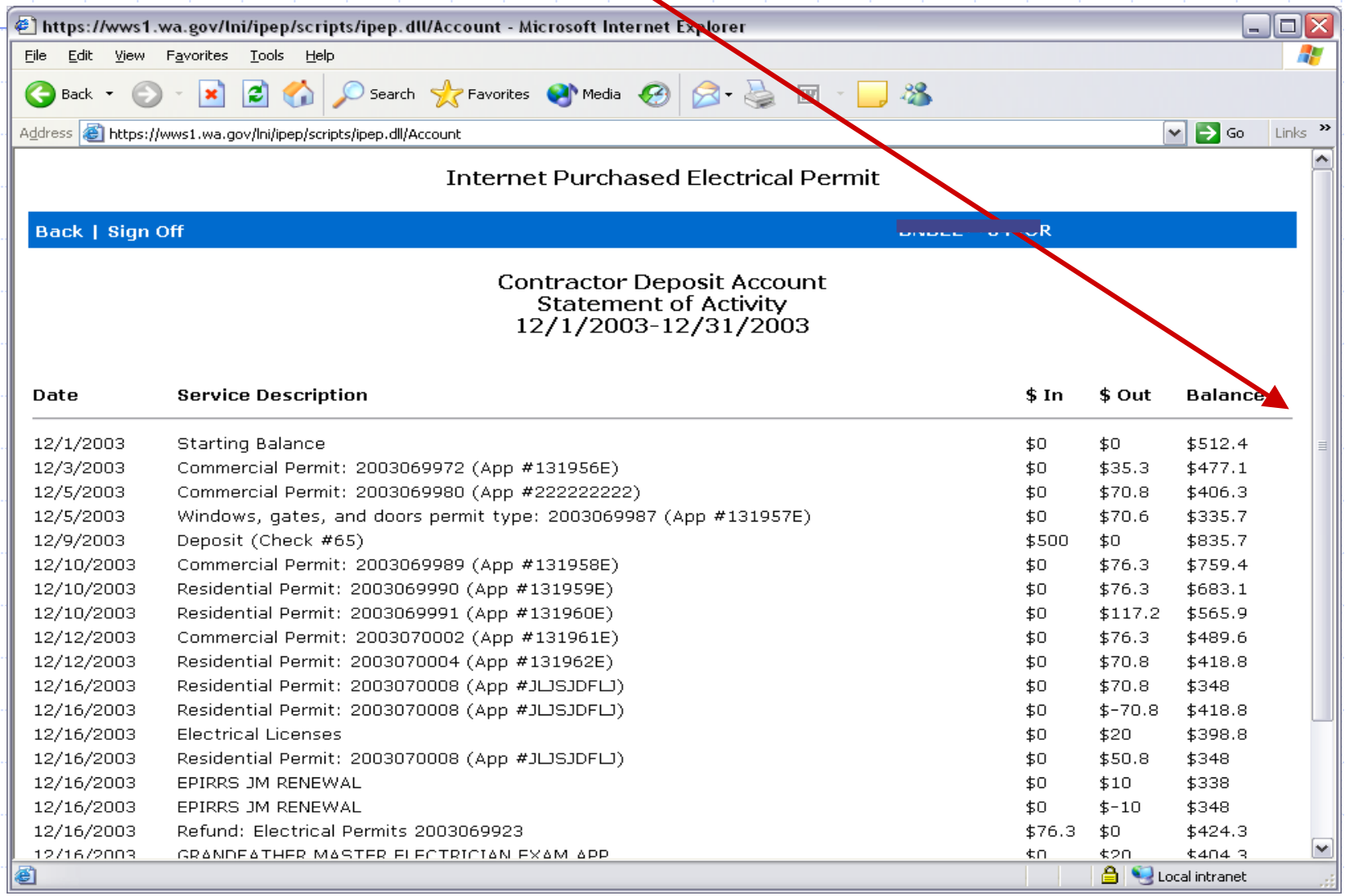


The deposits and purchases for the account are listed for the time frame selected



Date	Service Description	$ In	$ Out	Balance
12/1/2003	Starting Balance	$0	$0	$512.4
12/3/2003	Commercial Permit: 2003069972 (App #131956E)	$0	$35.3	$477.1
12/5/2003	Commercial Permit: 2003069980 (App #222222222)	$0	$70.8	$406.3
12/5/2003	Windows, gates, and doors permit type: 2003069987 (App #131957E)	$0	$70.6	$335.7
12/9/2003	Deposit (Check #65)	$500	$0	$835.7
12/10/2003	Commercial Permit: 2003069989 (App #131958E)	$0	$76.3	$759.4
12/10/2003	Residential Permit: 2003069990 (App #131959E)	$0	$76.3	$683.1
12/10/2003	Residential Permit: 2003069991 (App #131960E)	$0	$117.2	$565.9
12/12/2003	Commercial Permit: 2003070002 (App #131961E)	$0	$76.3	$489.6
12/12/2003	Residential Permit: 2003070004 (App #131962E)	$0	$70.8	$418.8
12/16/2003	Residential Permit: 2003070008 (App #JLJSJDFLJ)	$0	$70.8	$348
12/16/2003	Residential Permit: 2003070008 (App #JLJSJDFLJ)	$0	$-70.8	$418.8
12/16/2003	Electrical Licenses	$0	$20	$398.8
12/16/2003	Residential Permit: 2003070008 (App #JLJSJDFLJ)	$0	$50.8	$348
12/16/2003	EPIRRS JM RENEWAL	$0	$10	$338
12/16/2003	EPIRRS JM RENEWAL	$0	$-10	$348
12/16/2003	Refund: Electrical Permits 2003069923	$76.3	$0	$424.3
12/16/2003	GRANDFATHER MASTER ELECTRICIAN EXAM APP	$0	$20	$404.3

Scroll through the list using the scroll bar



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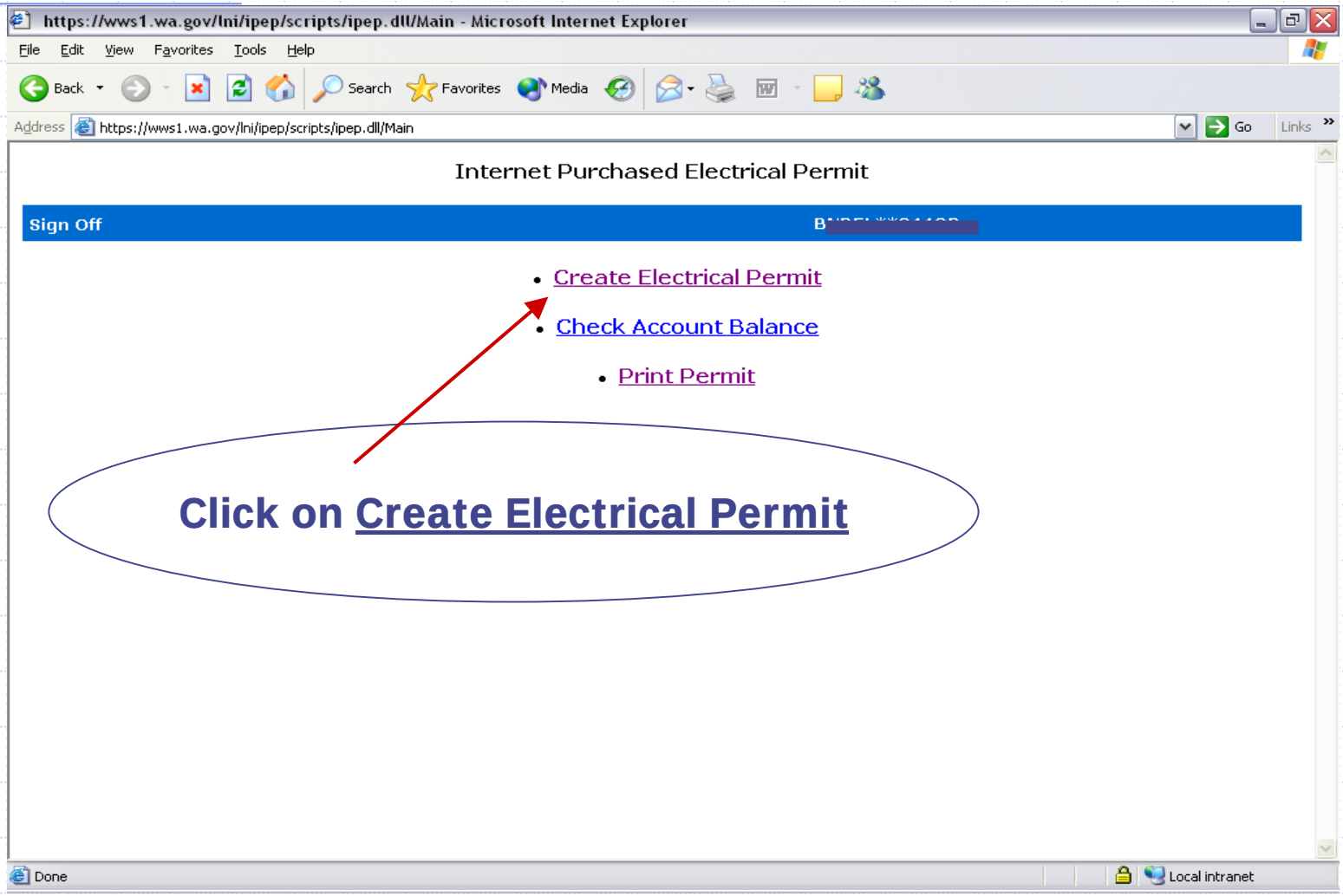
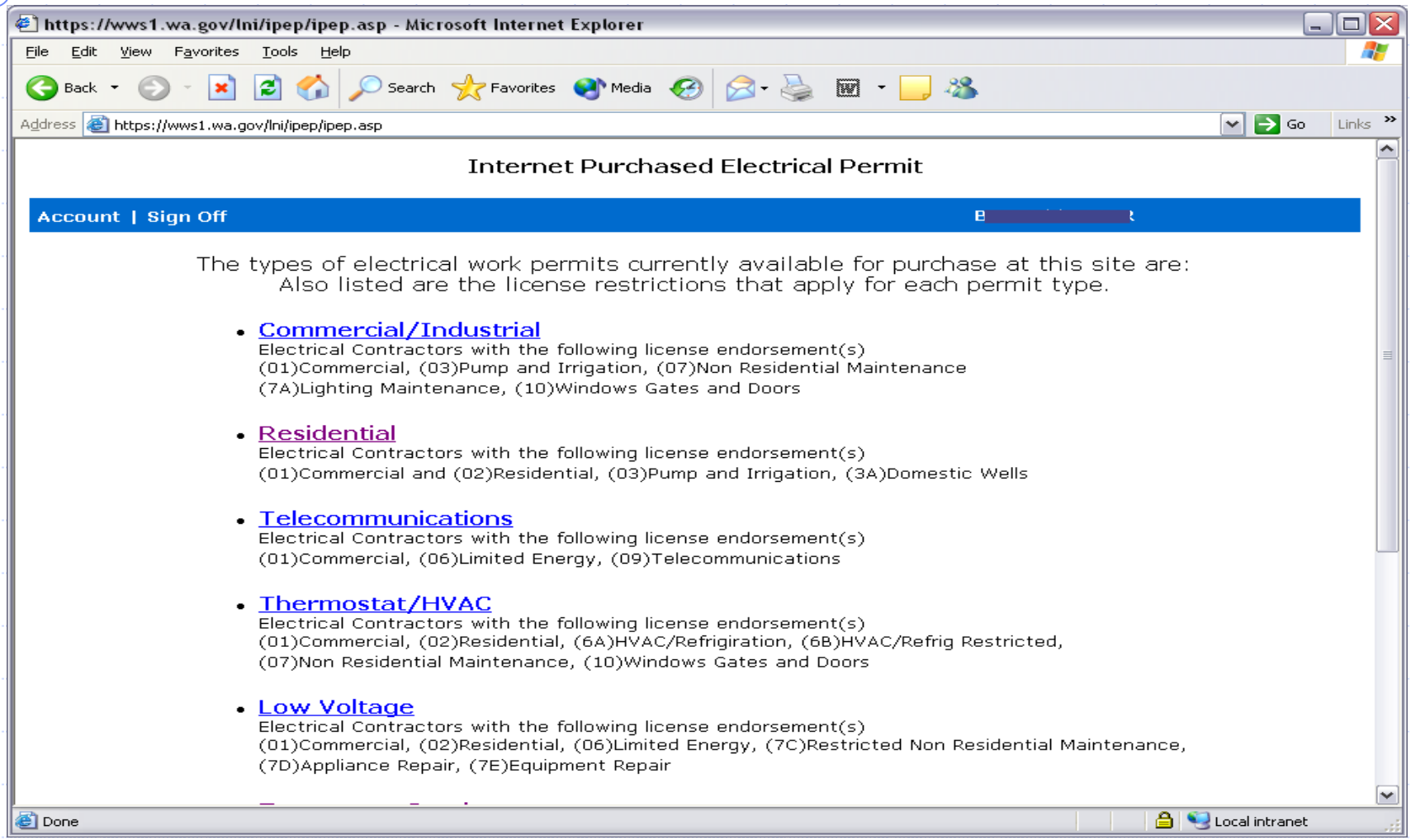
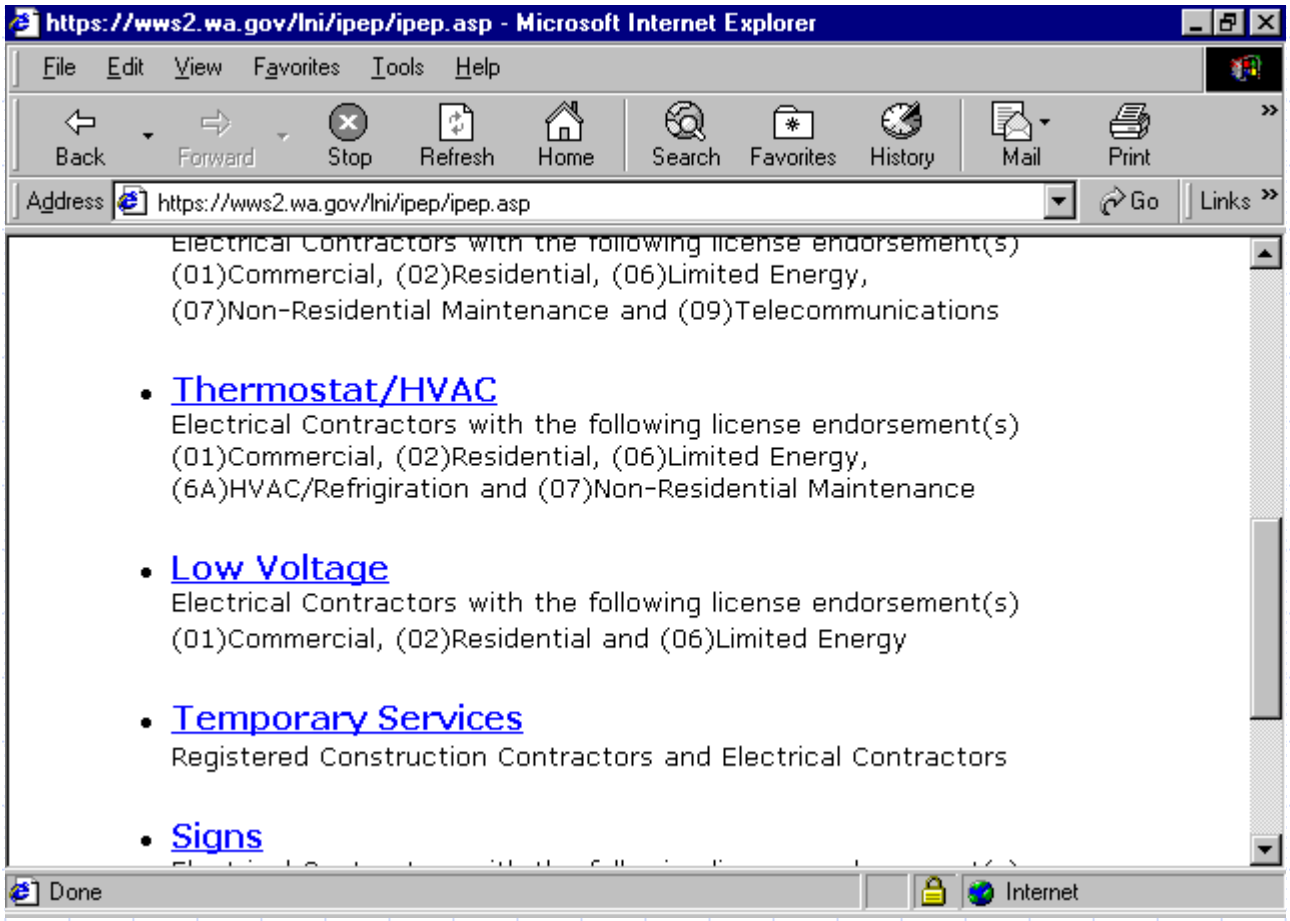
Creating a permit: We'll gather the information for what you are doing before we get the job location information.



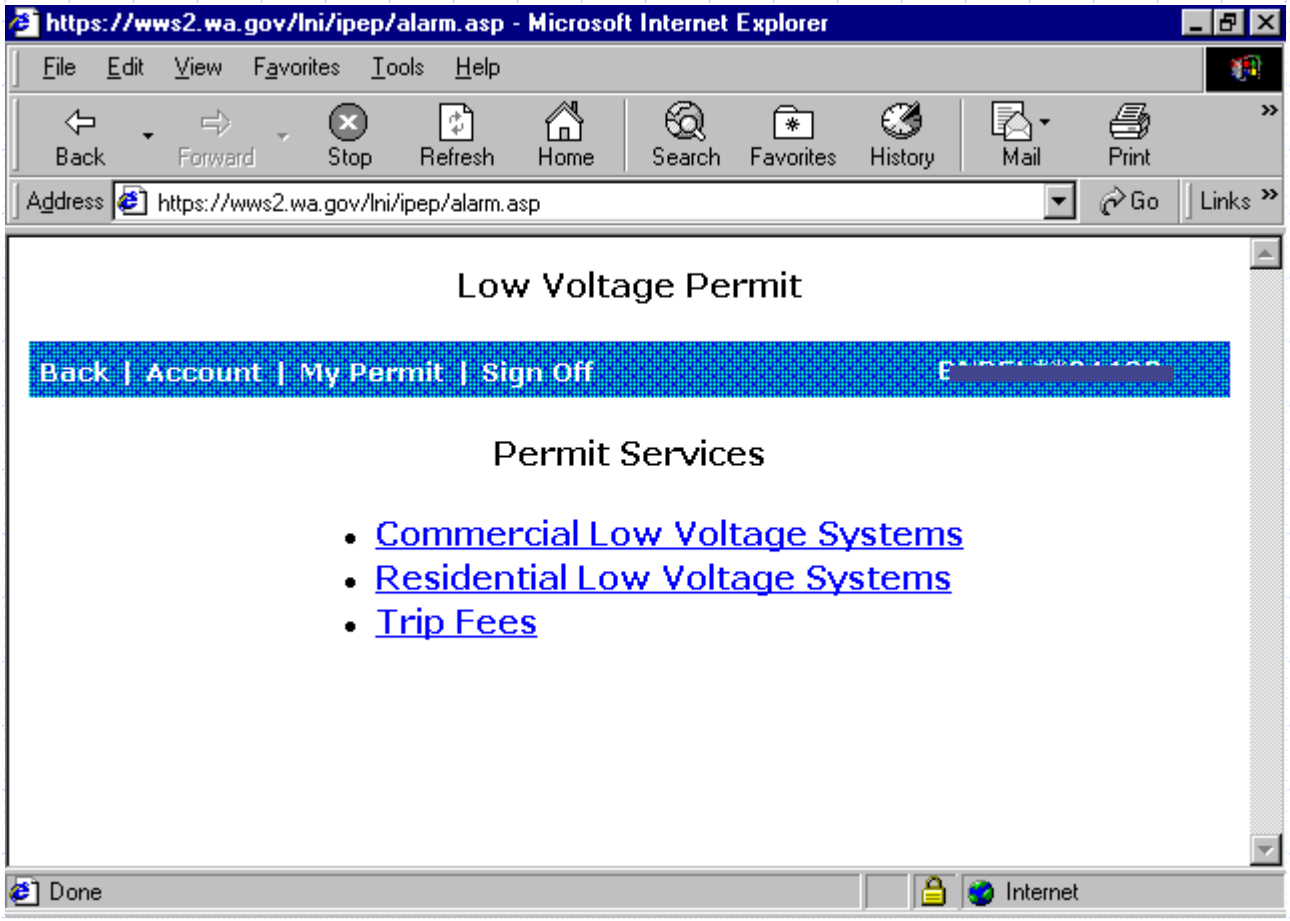
Select the type of permit. The permit type determines the fee schedule retrieved



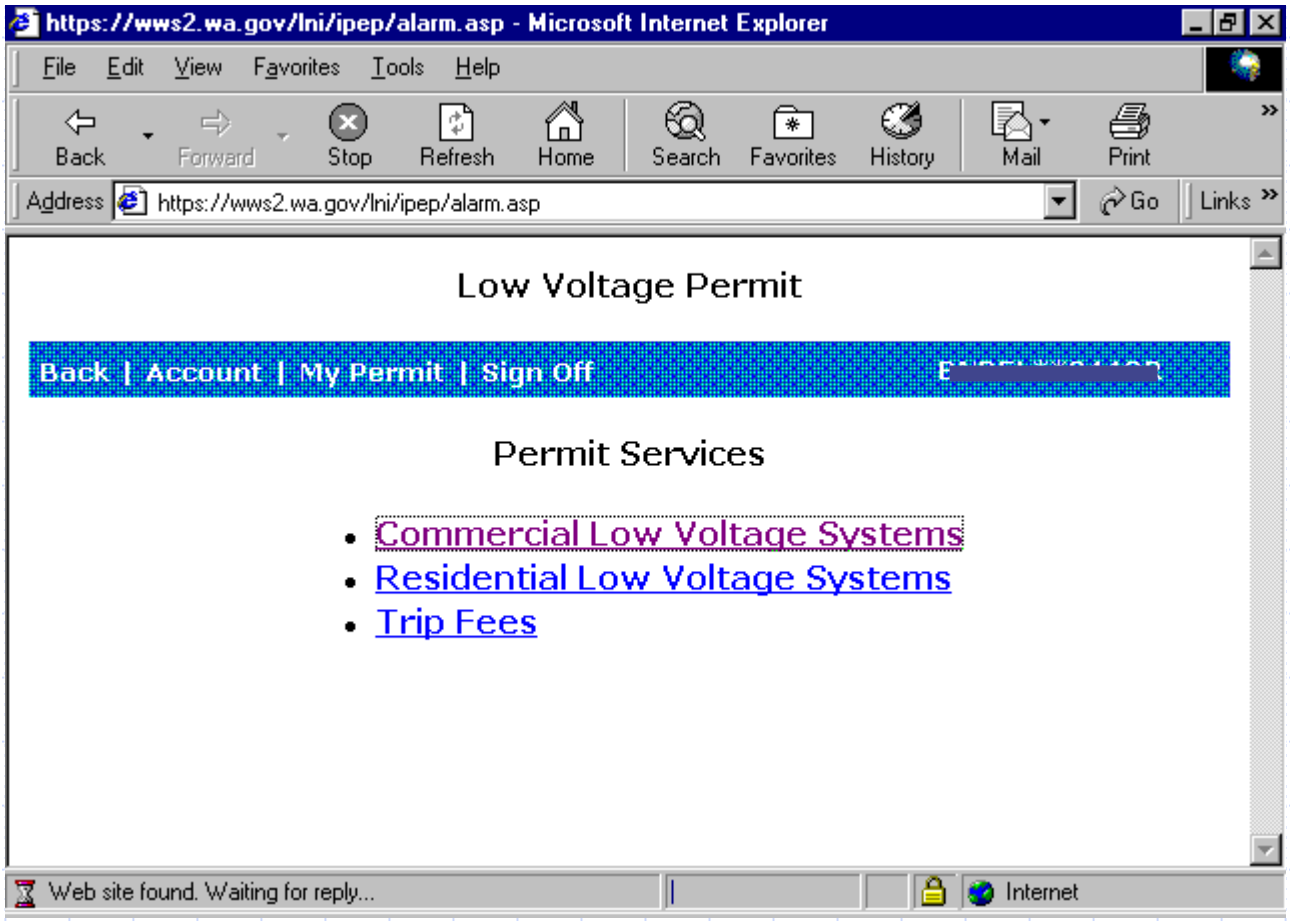
Select the permit type by clicking on the underlined name, Let's select Low Voltage



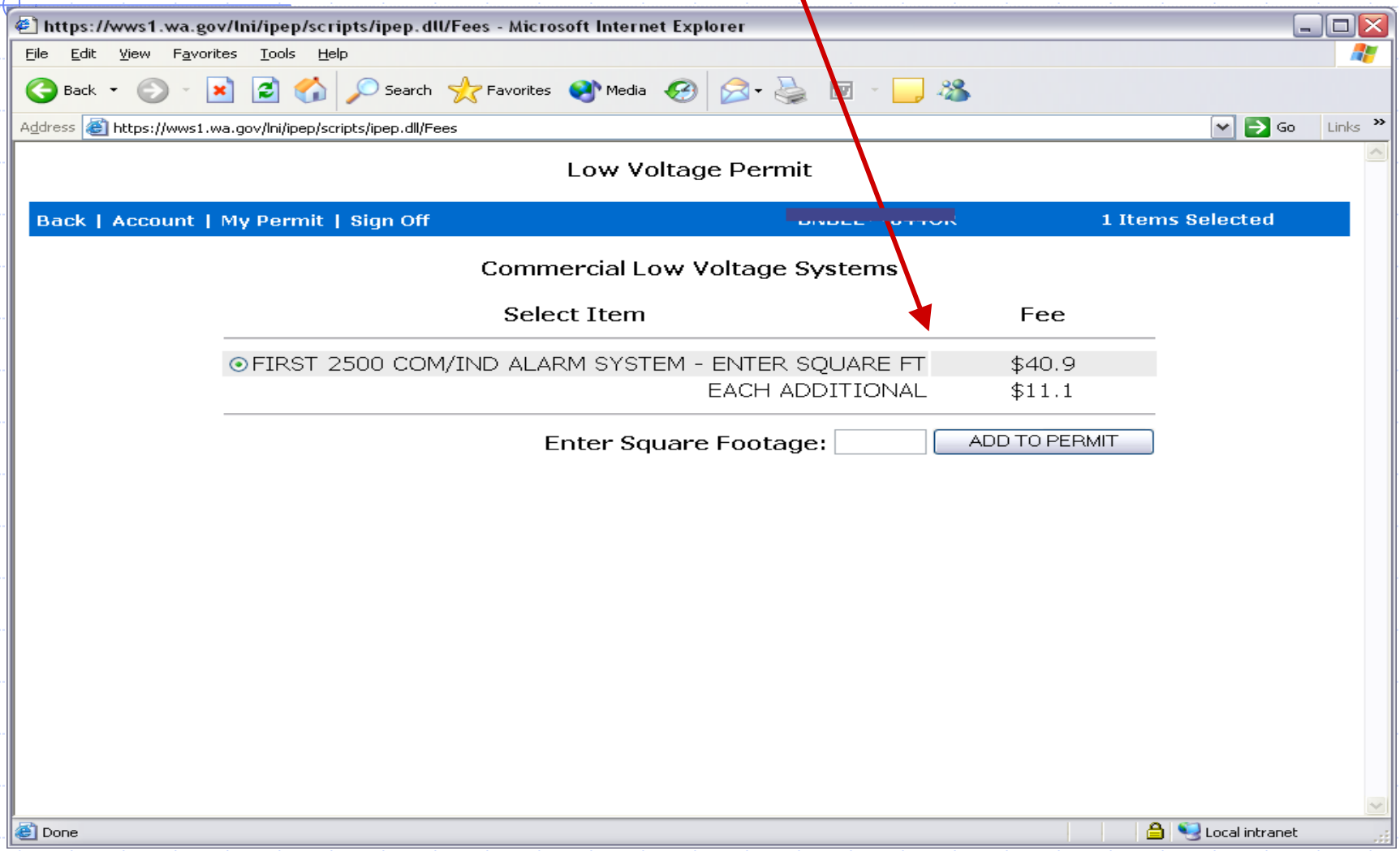
Now select the fee by clicking on the item



Let's select Commercial Low Voltage



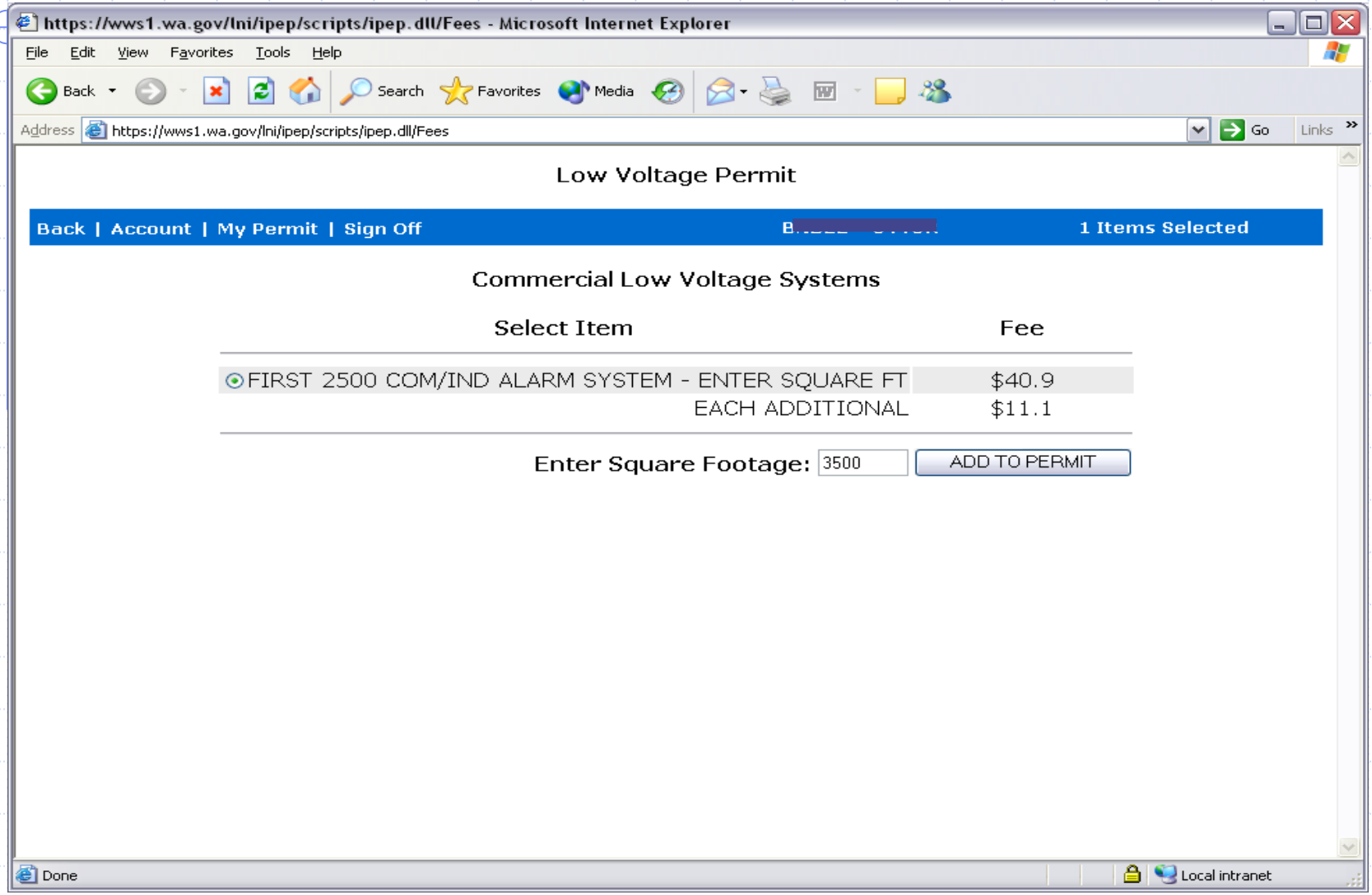
Calculation of the fee you will be charged for this item is displayed.



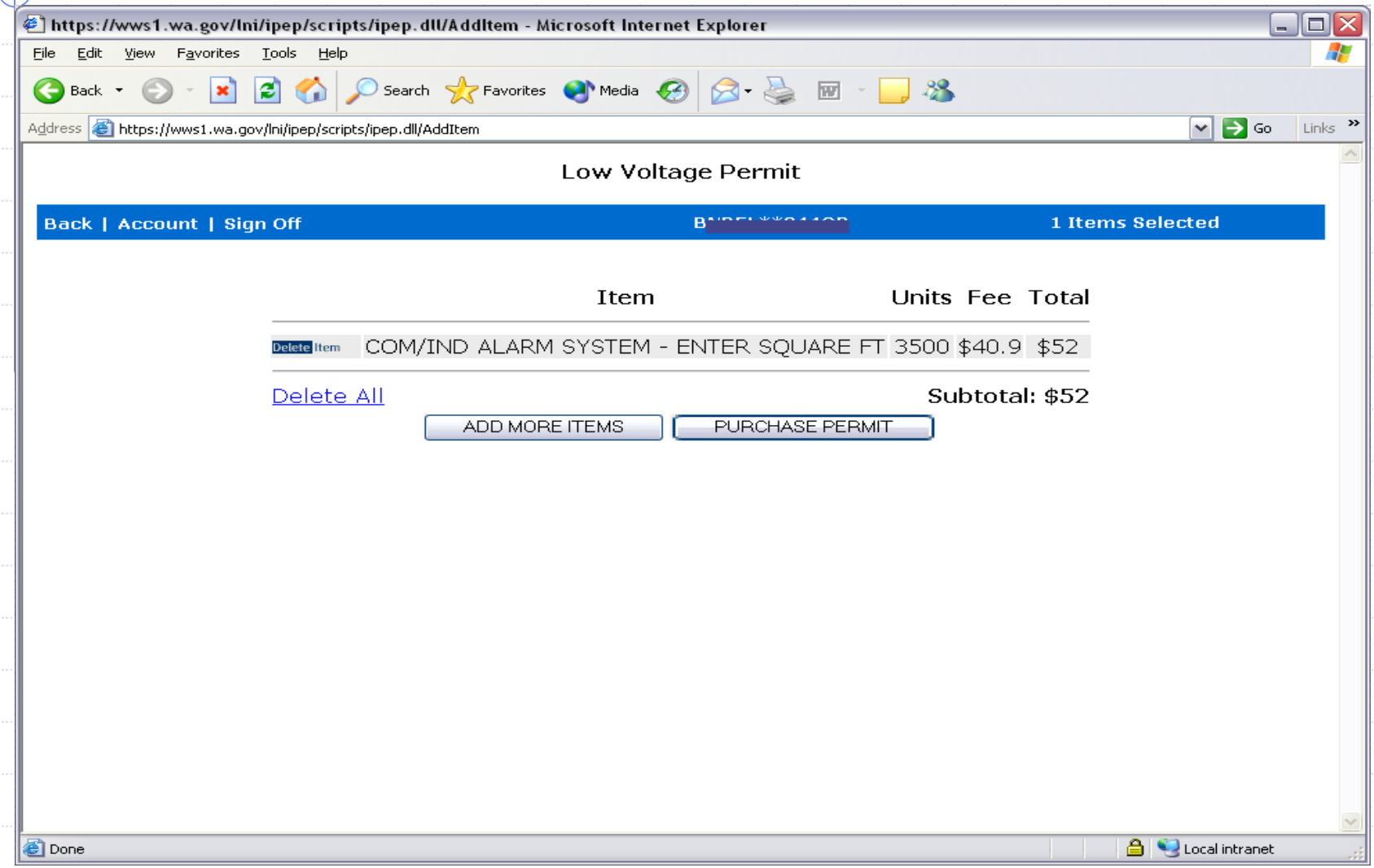
What are units?

- For the purposes of the fee schedule:
  - Units depend upon the item you have selected. For items that reflect square footage as the calculation method, you enter the total square footage as the units.
  - For all other items enter the number of items. In example two 200 amp services would mean 2 units of 200 amp service.

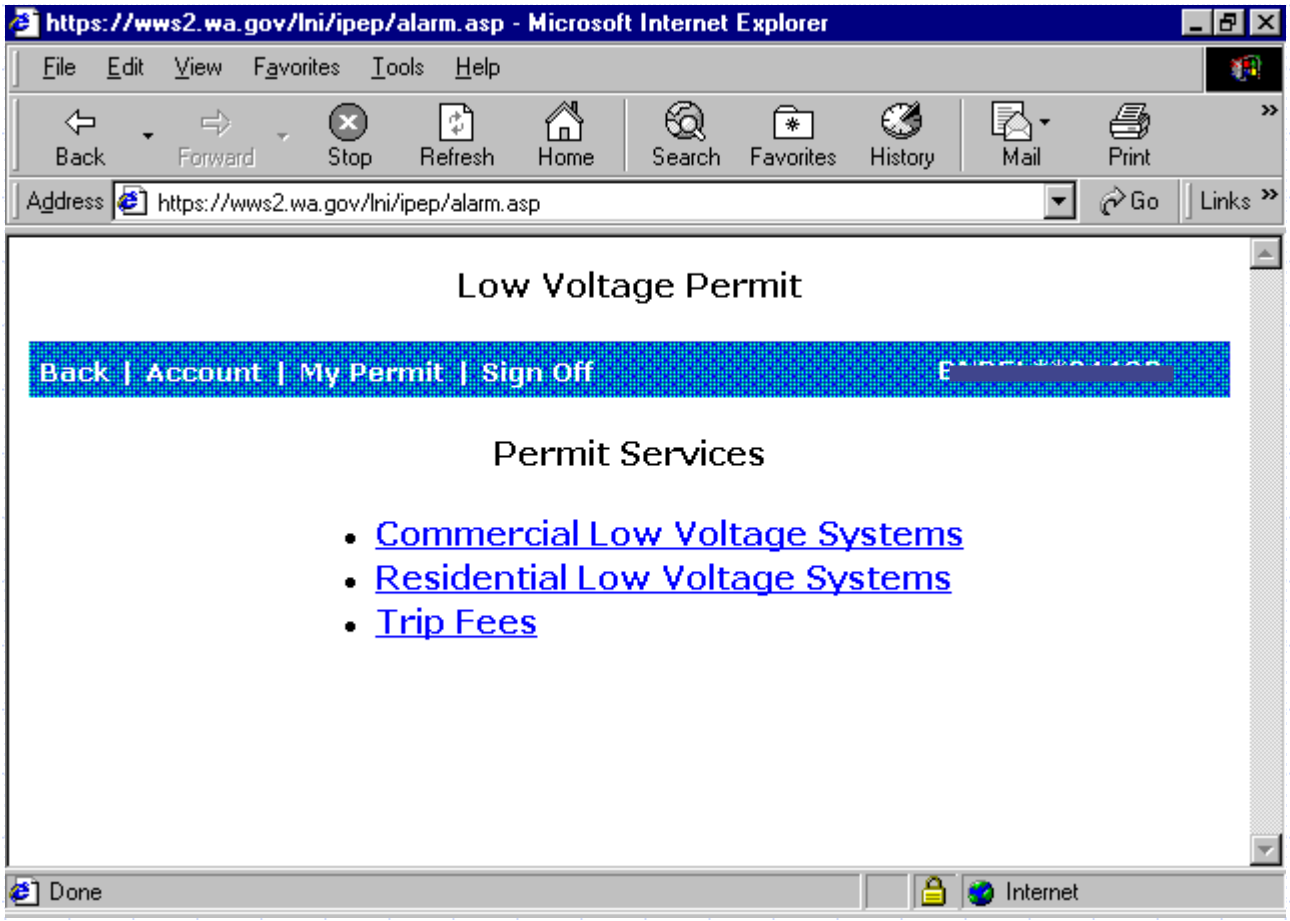
Just enter the square footage and click on “Add to Permit”



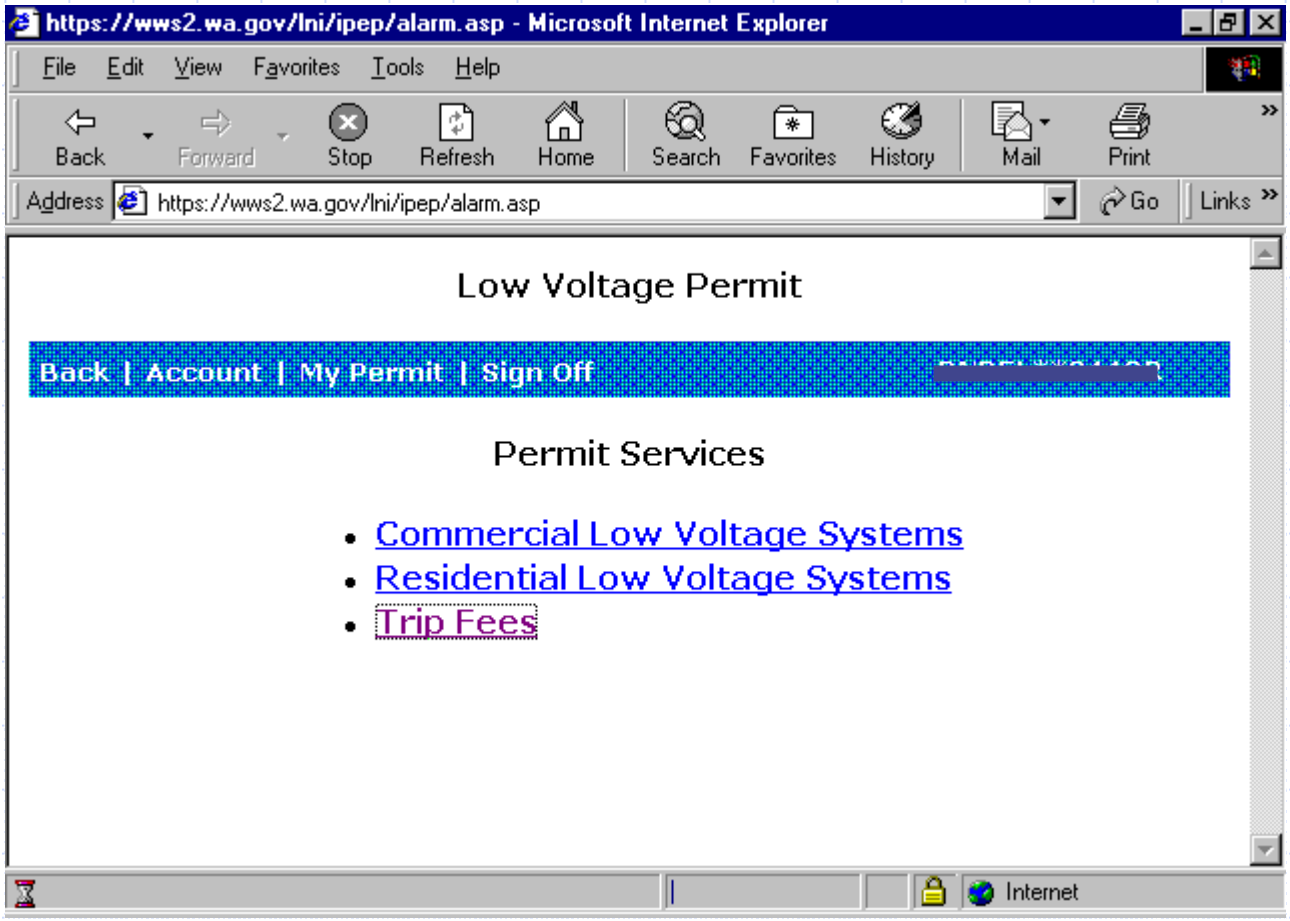
The item is added to your permit list. You can add more items, delete one or all of the items.



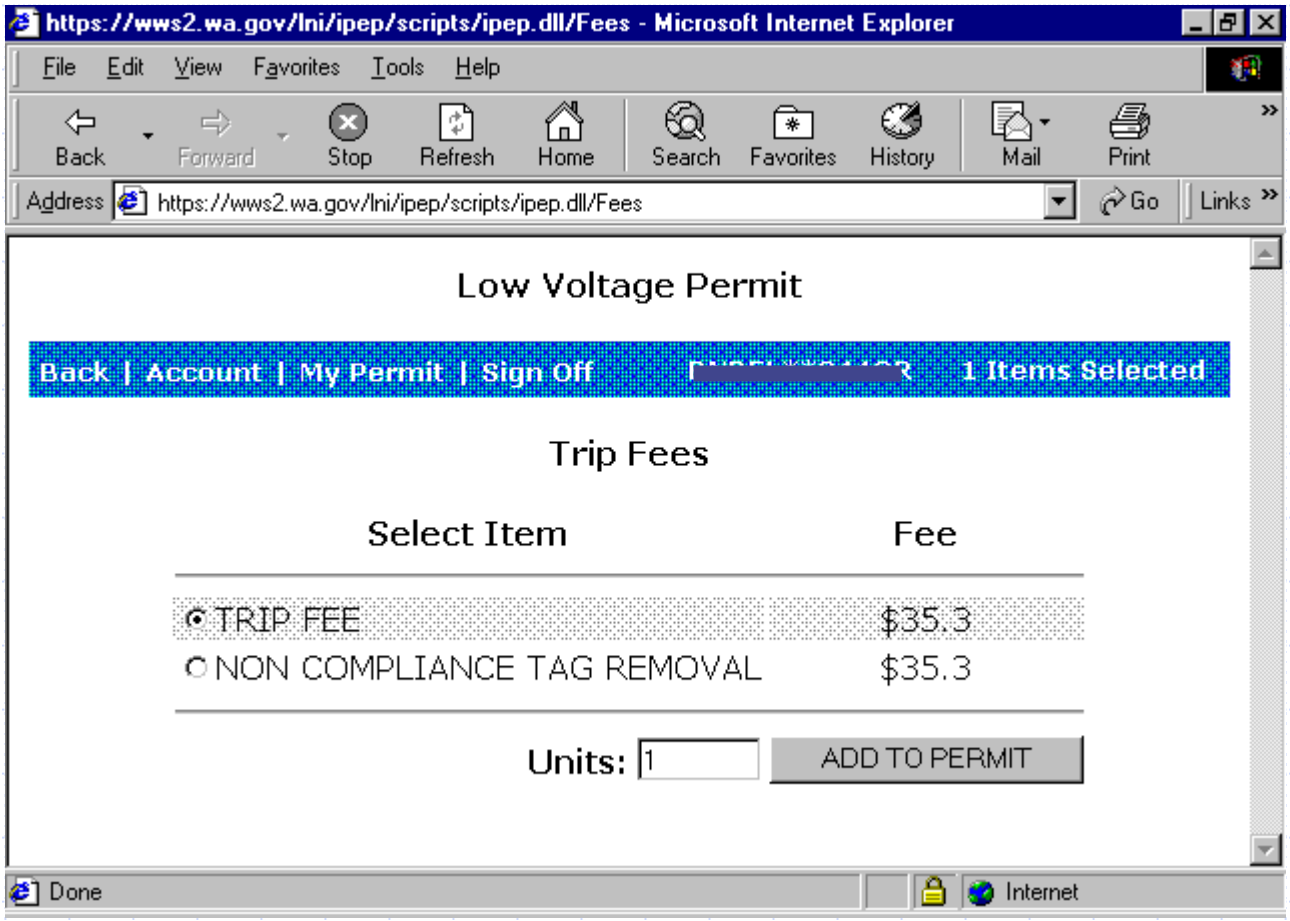
If you select add more items you are taken back to the list of services for the permit type you selected.



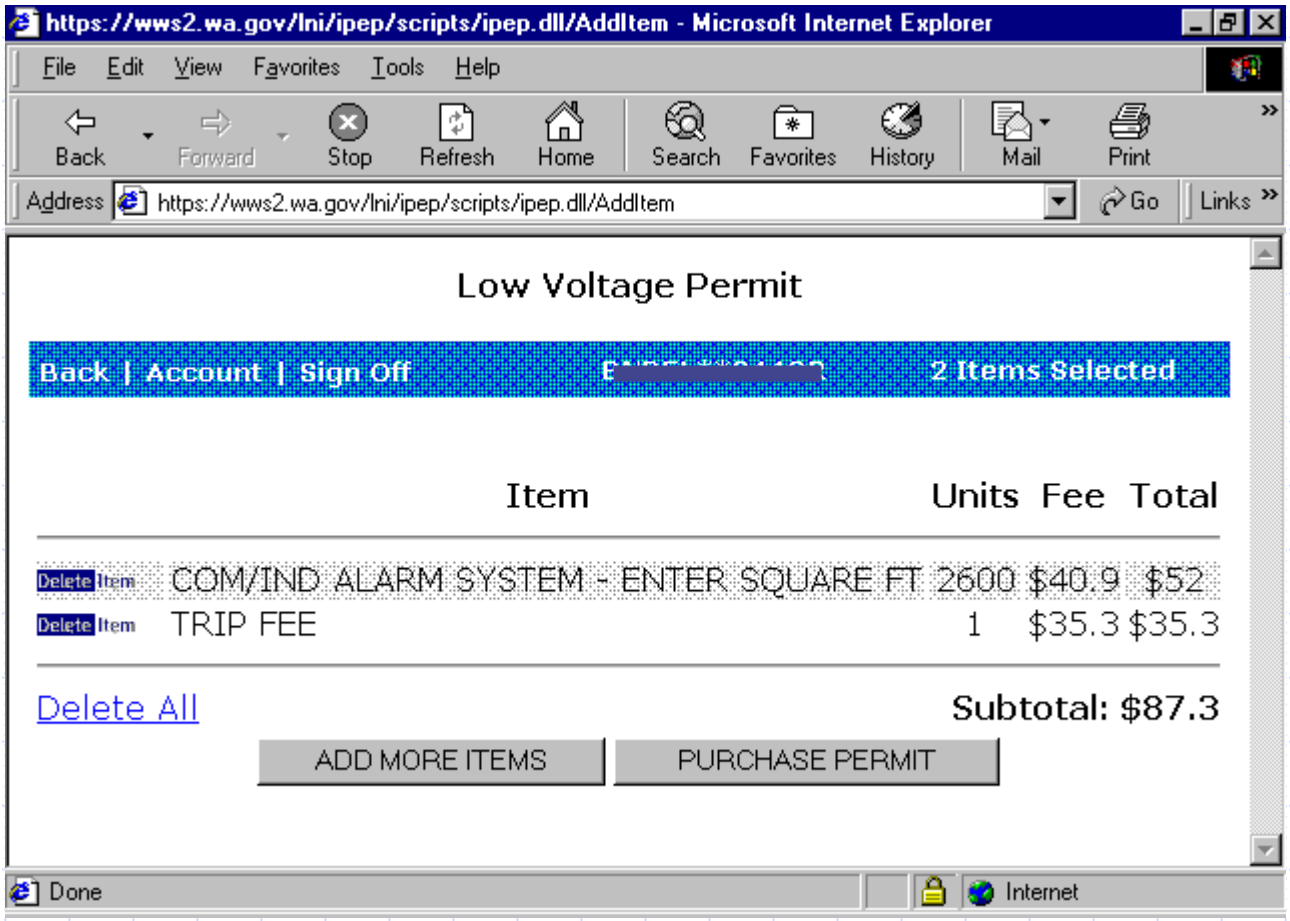
Add a new item following the same steps. Let's add a trip fee.



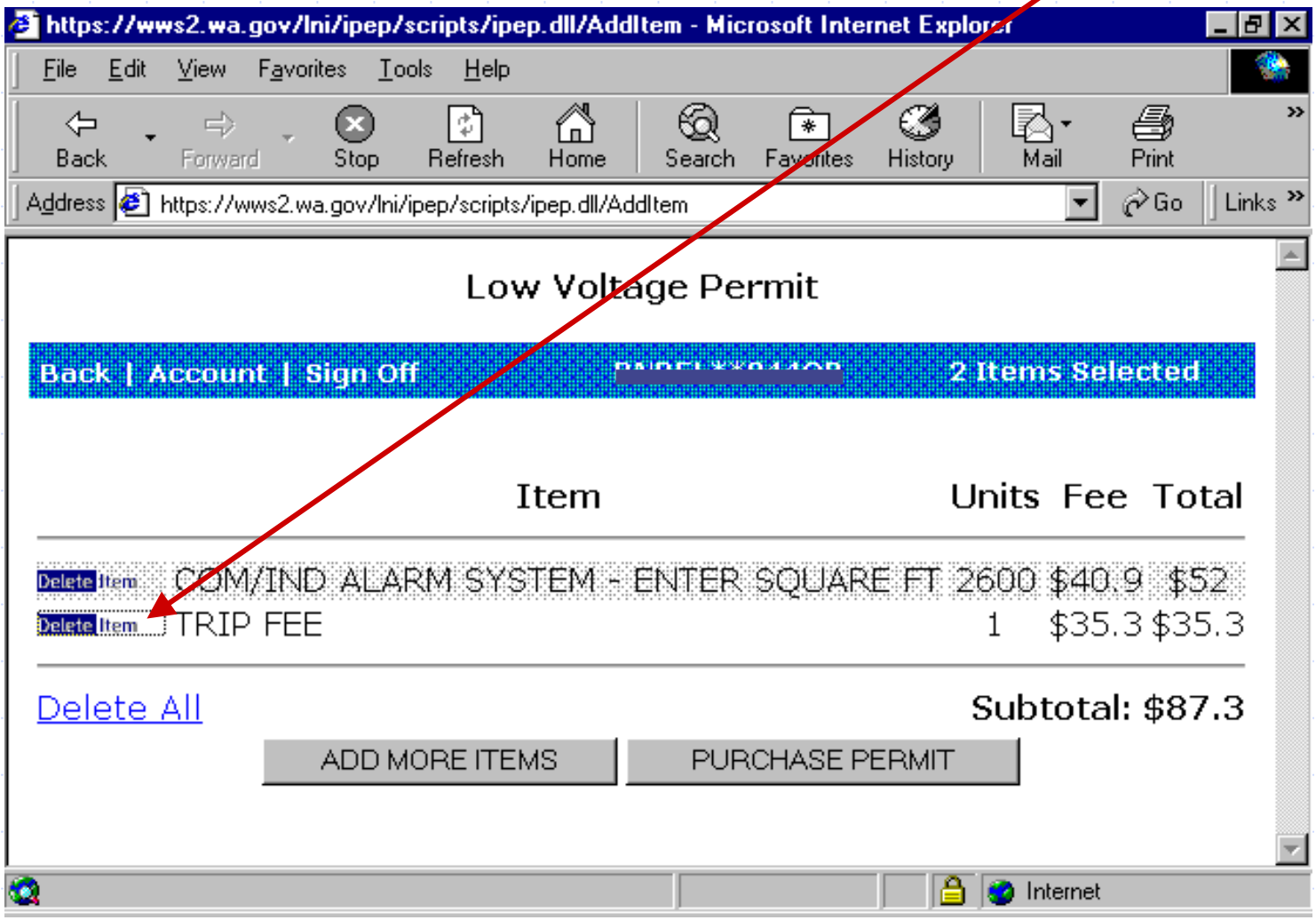
You have an option for standard trip fee or Non-Compliance Tag Removal. Select one and enter the number of units. (How many?)



Now you have two items in your permit list, and your total is displayed.

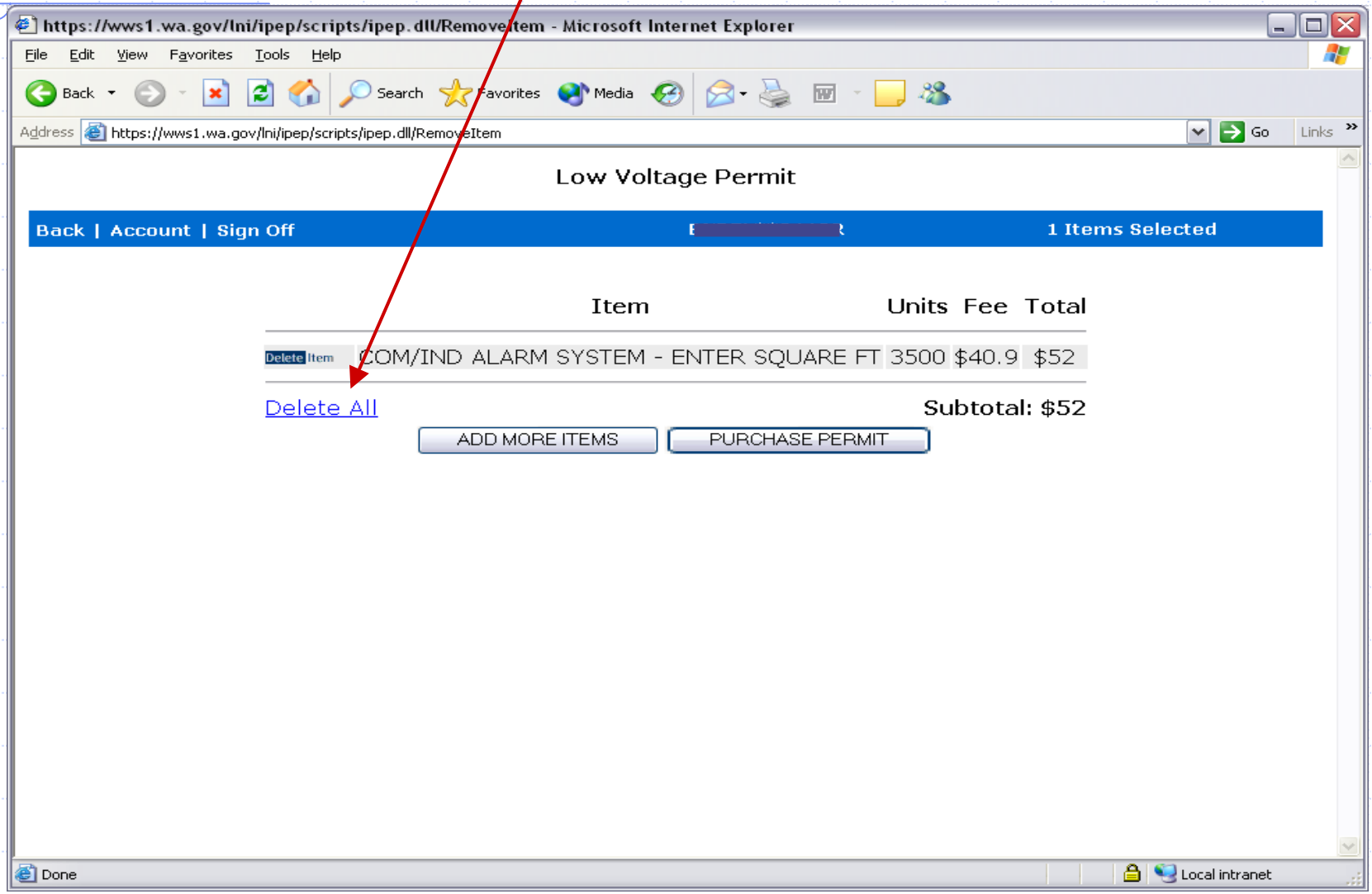


Let's delete the trip fee. Just click on the delete item button to the left of the item you want deleted.

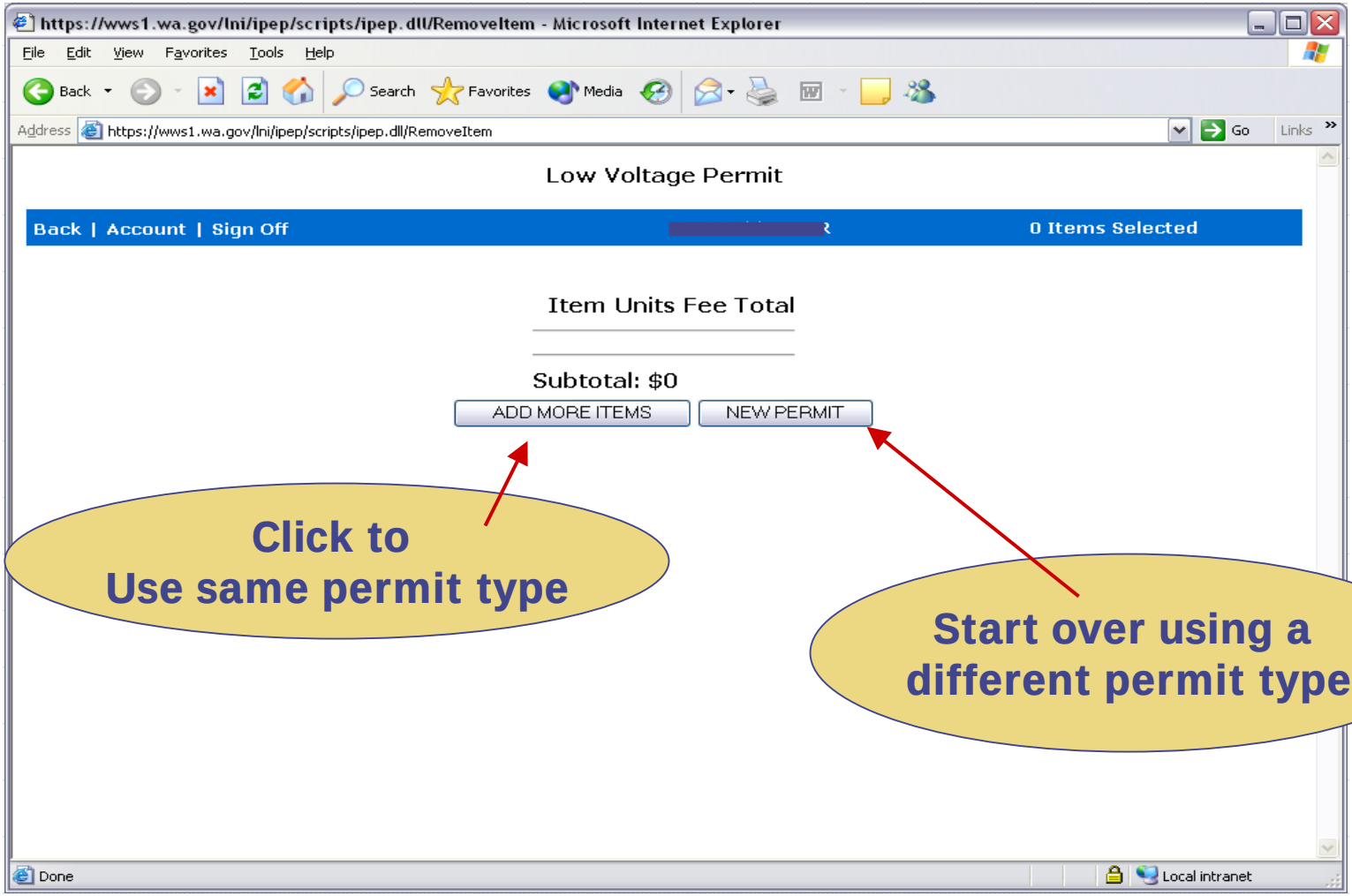


Let's delete all and start over.

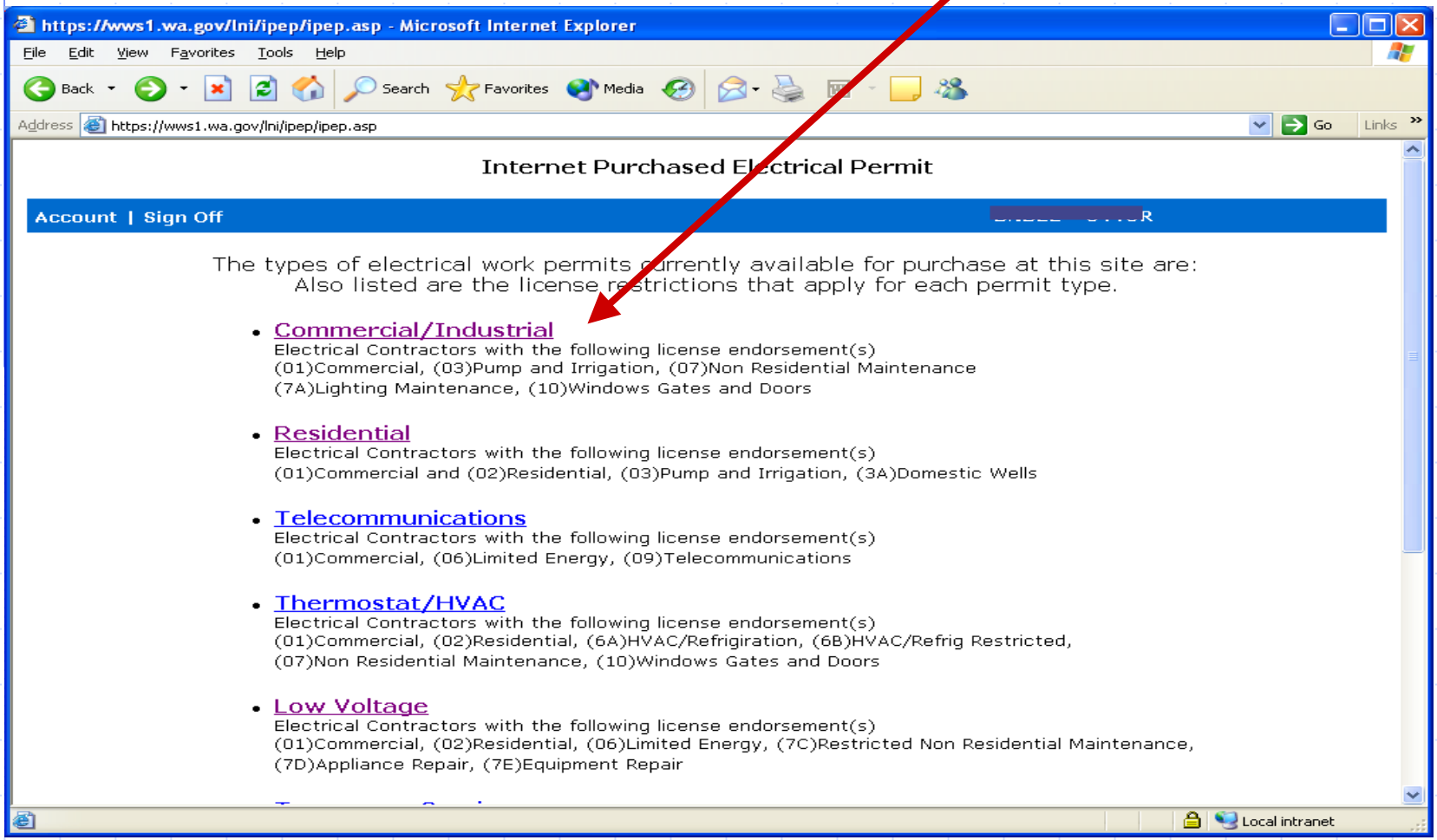
Just click Delete All



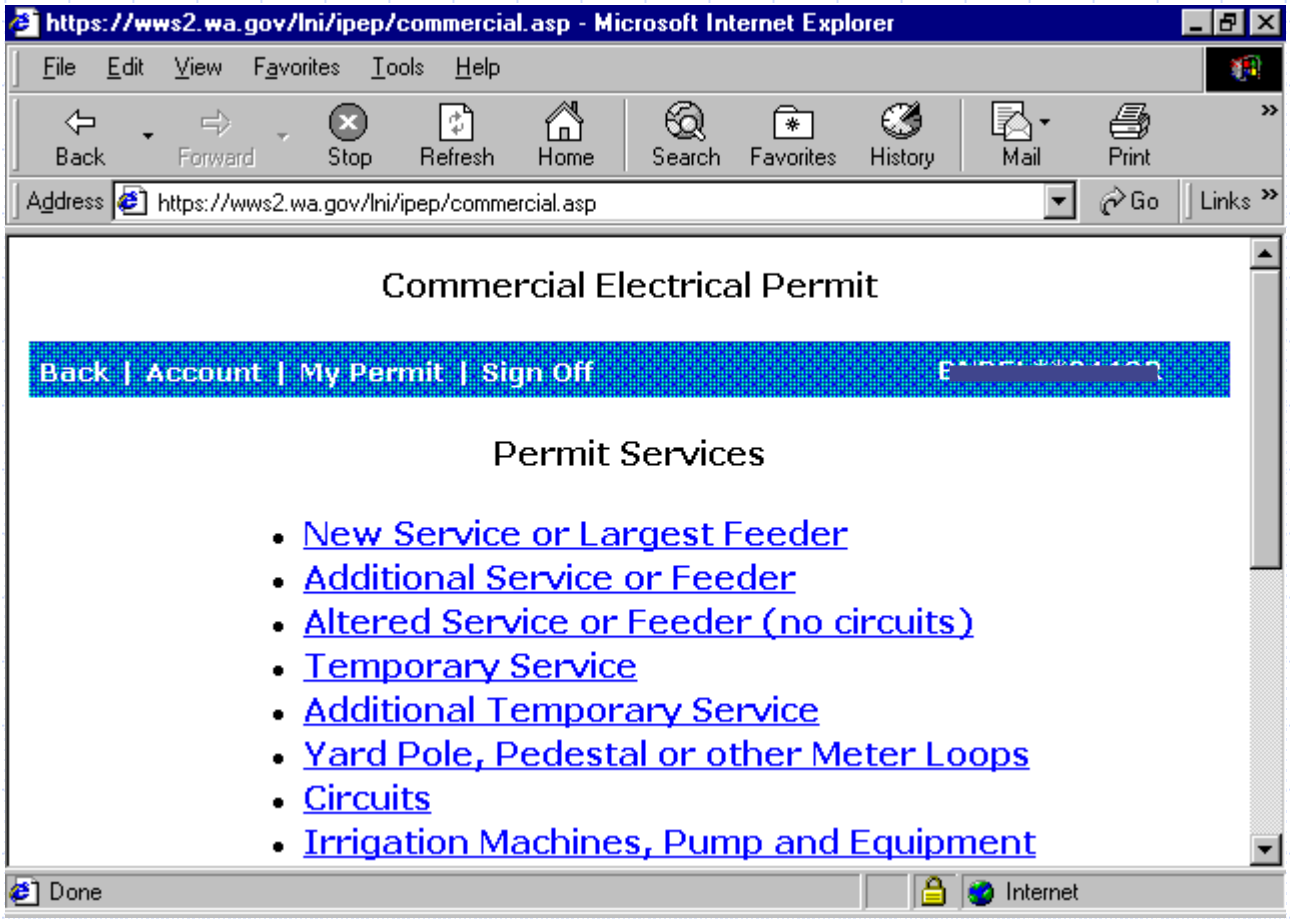
Your permit list now is empty. You can start over using the same permit type by selecting “Add more items” or select a new permit type by selecting “New Permit”



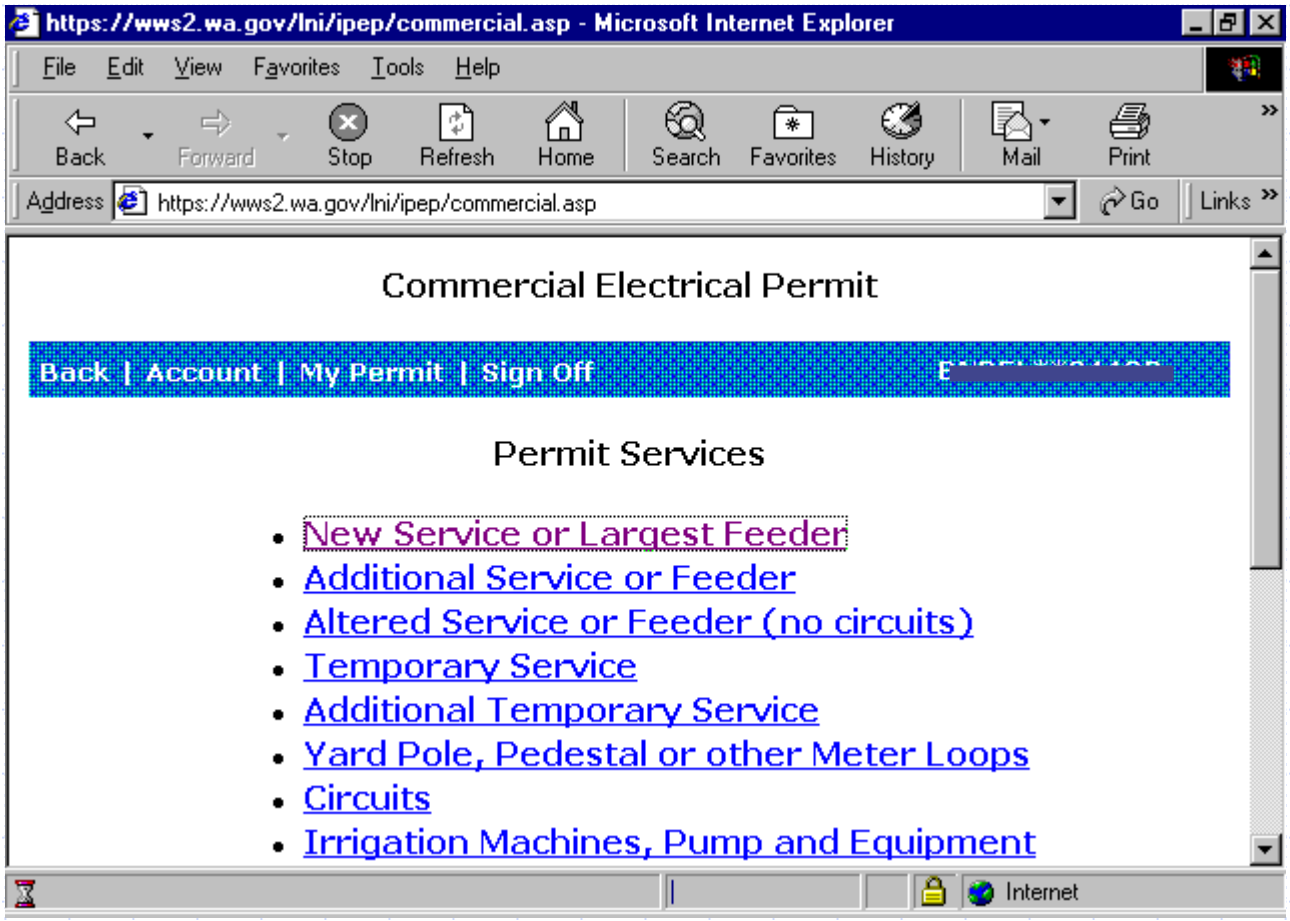
Now let's select a new permit type. We'll try Commercial-Just click on Commercial



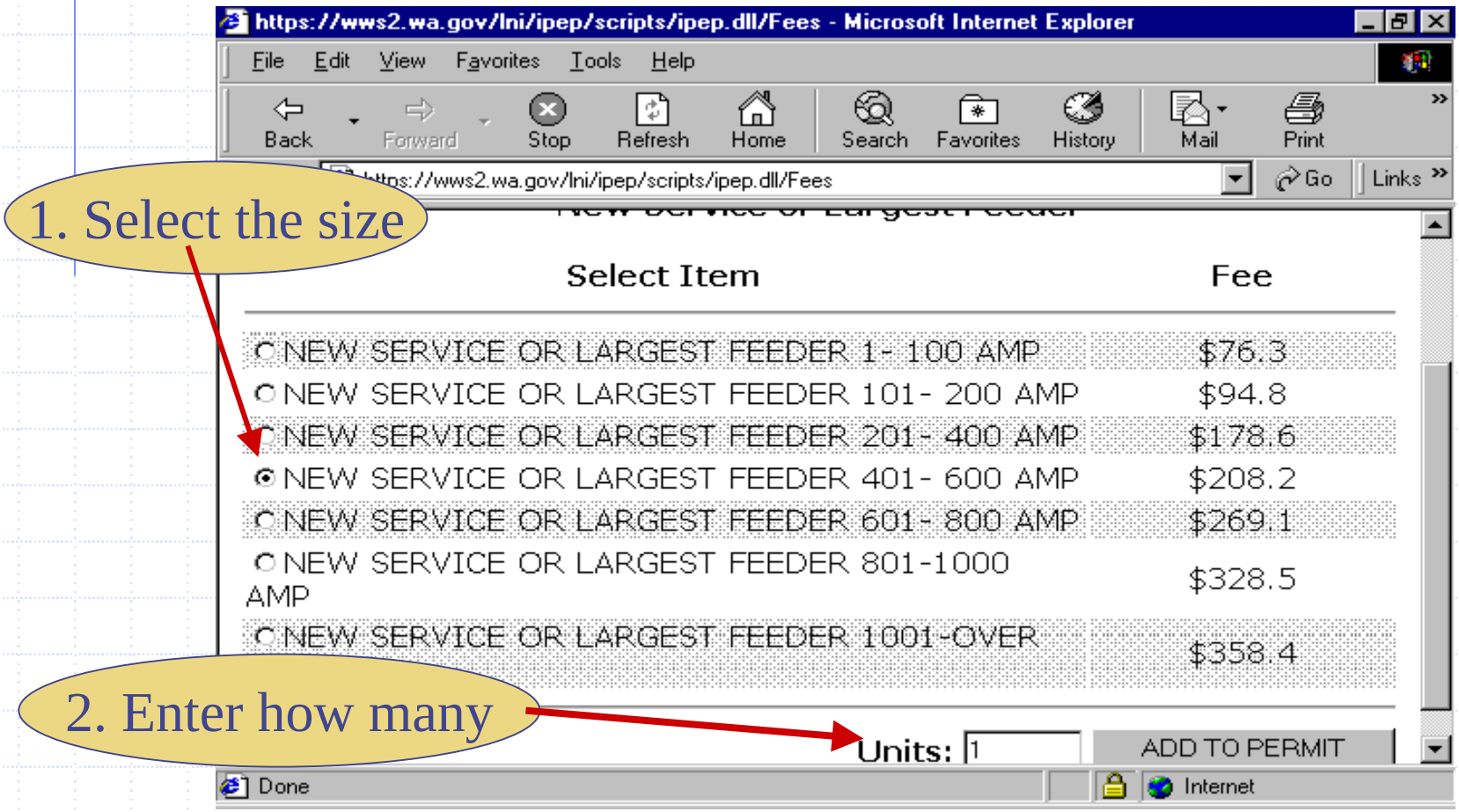
Select your items from the list



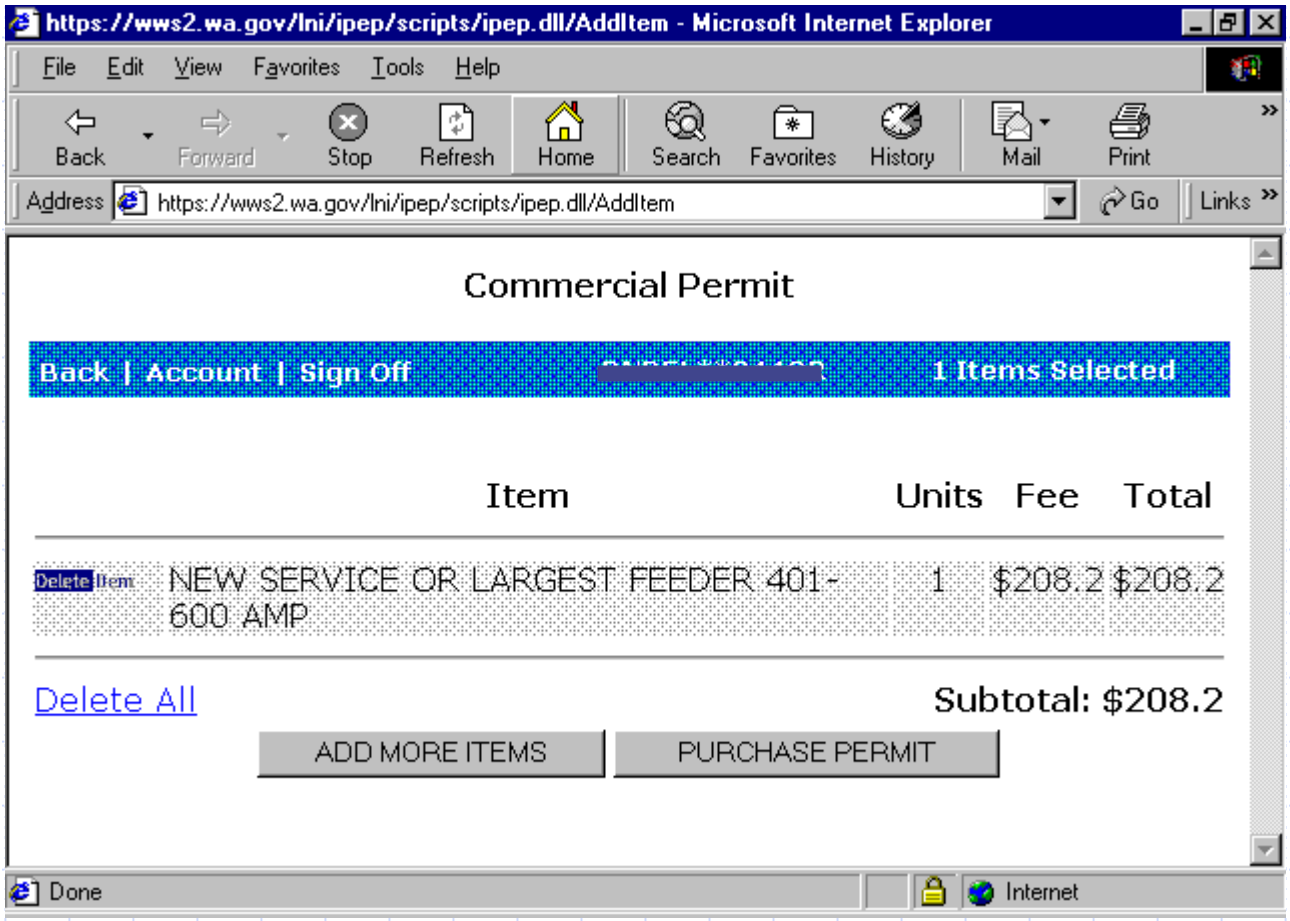
Selecting New Service or Largest Feeder



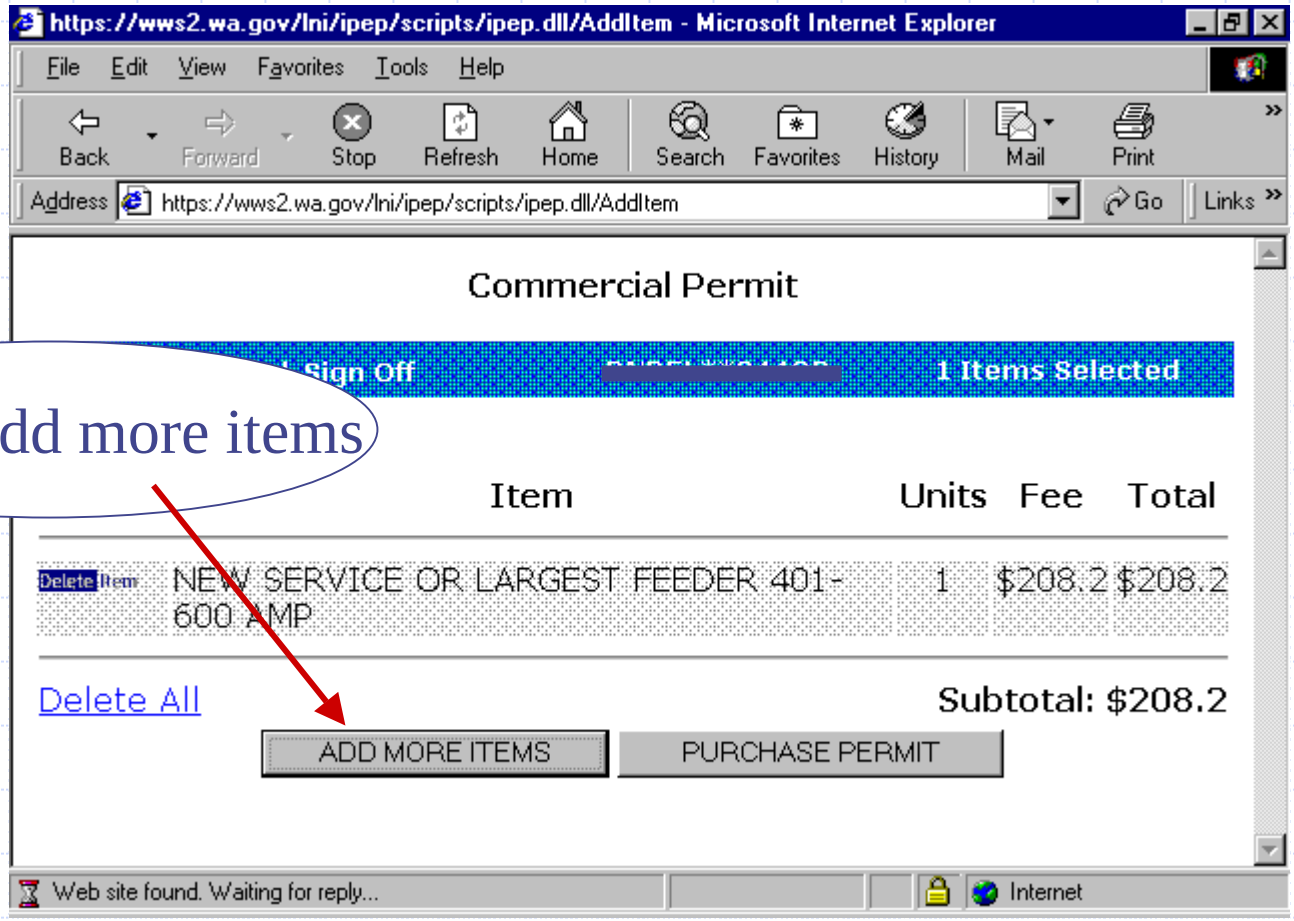
Select the service/feeder size by clicking on the side and then enter how many in the units field



List of items and total displayed

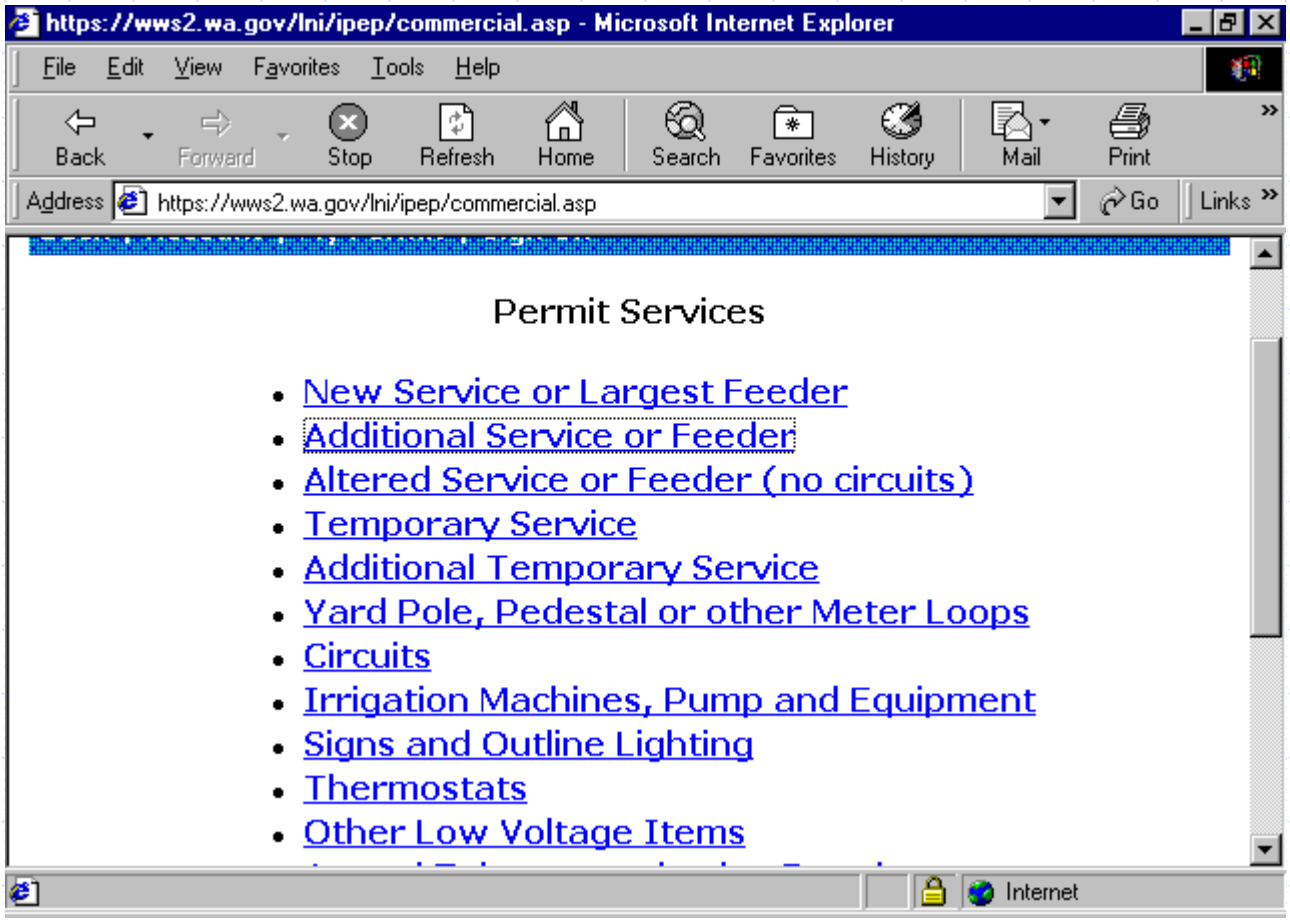


Let's add more items

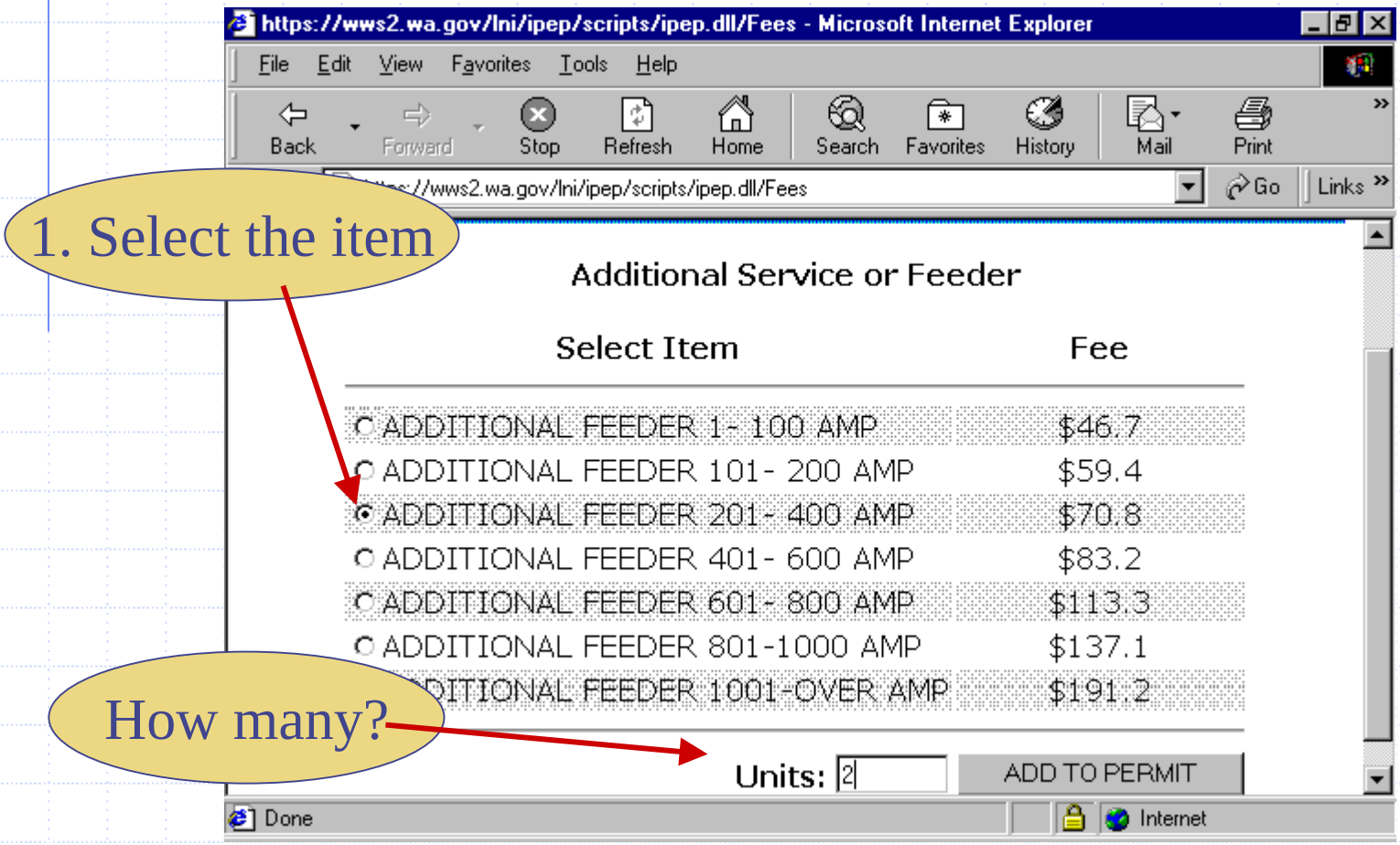


Click on add more items

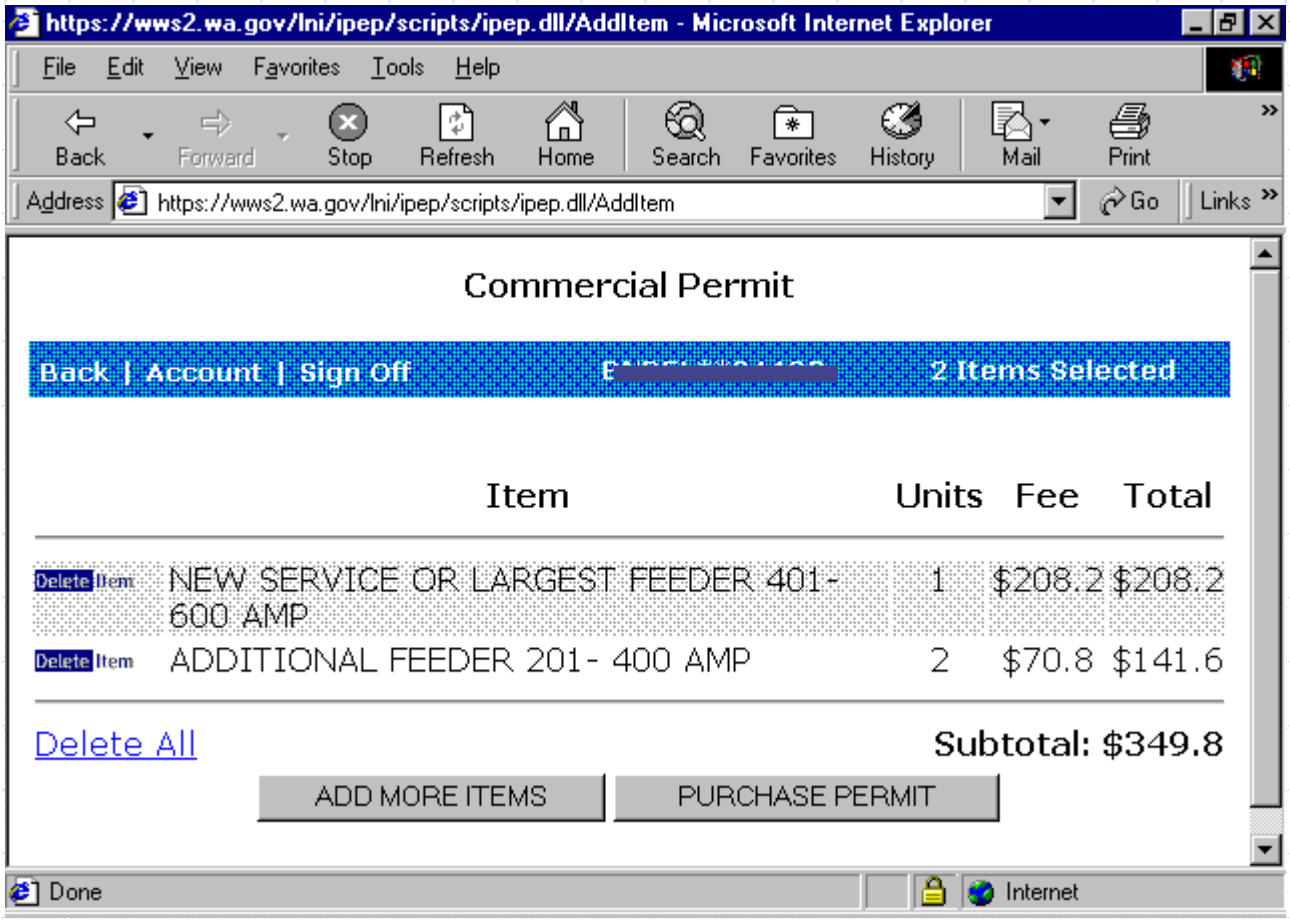
Select your next item from the list



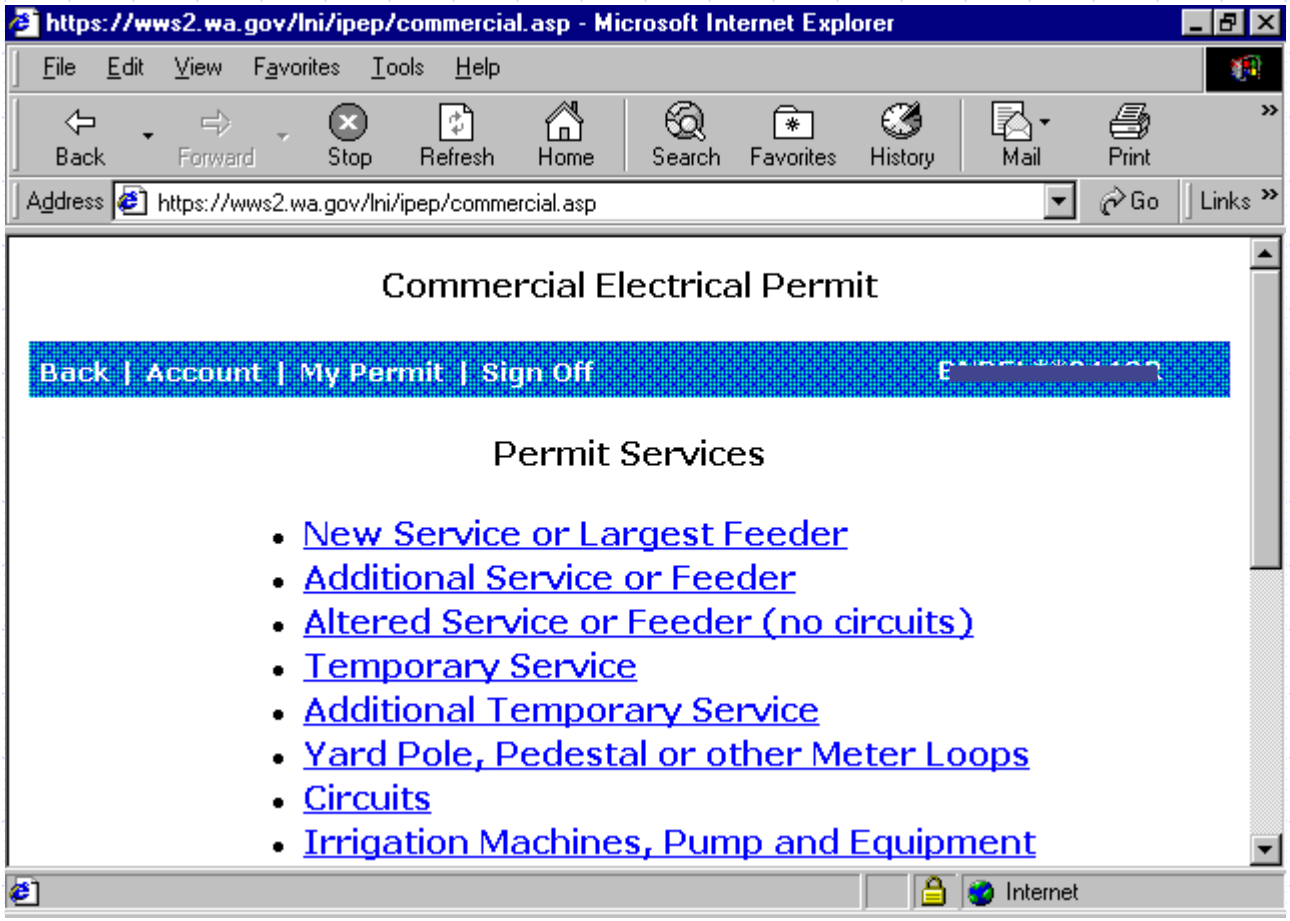
Follow the same process; select the item and tell us how many.



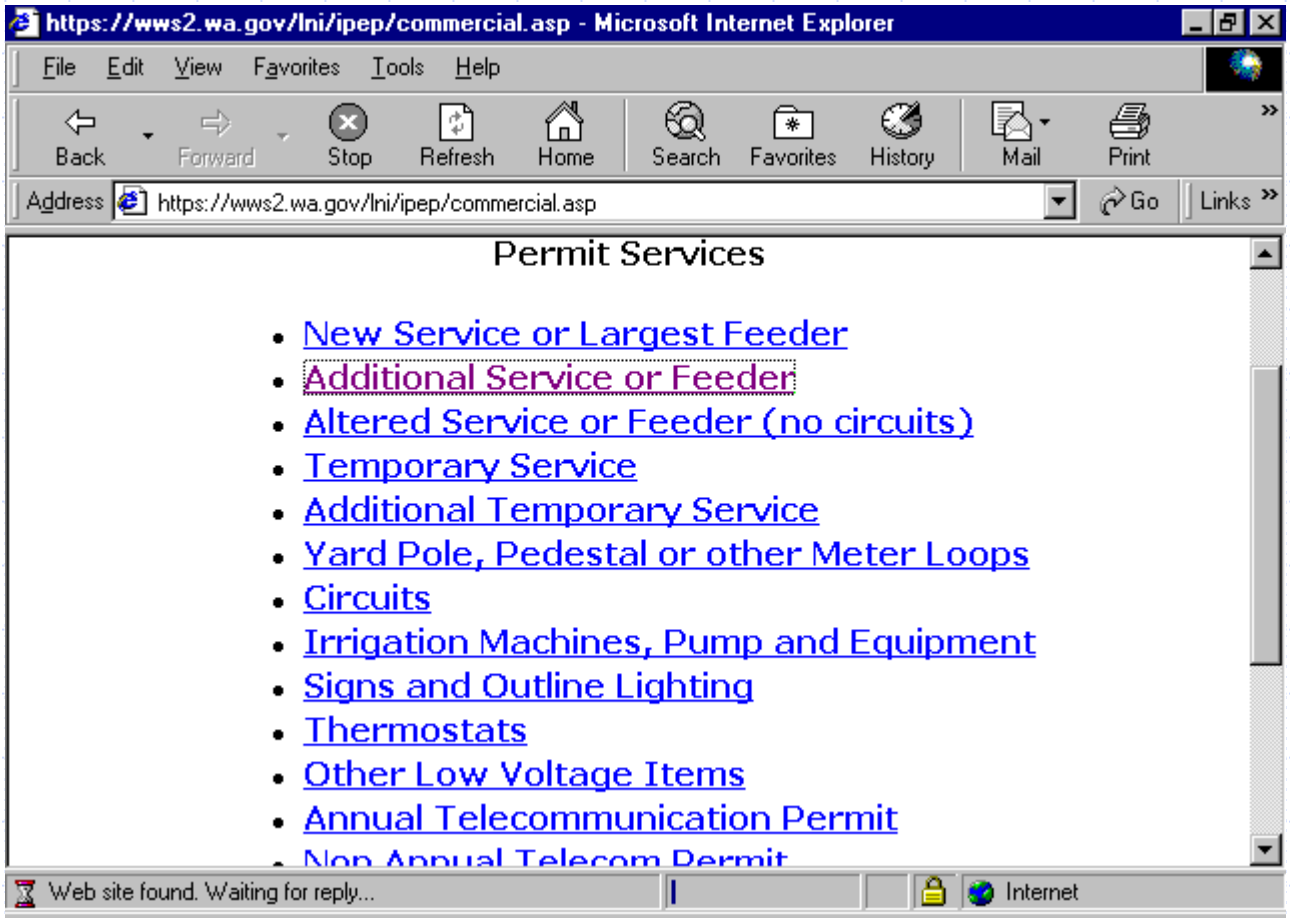
Items are added and total displayed. Let's add one more thing before we buy this permit.



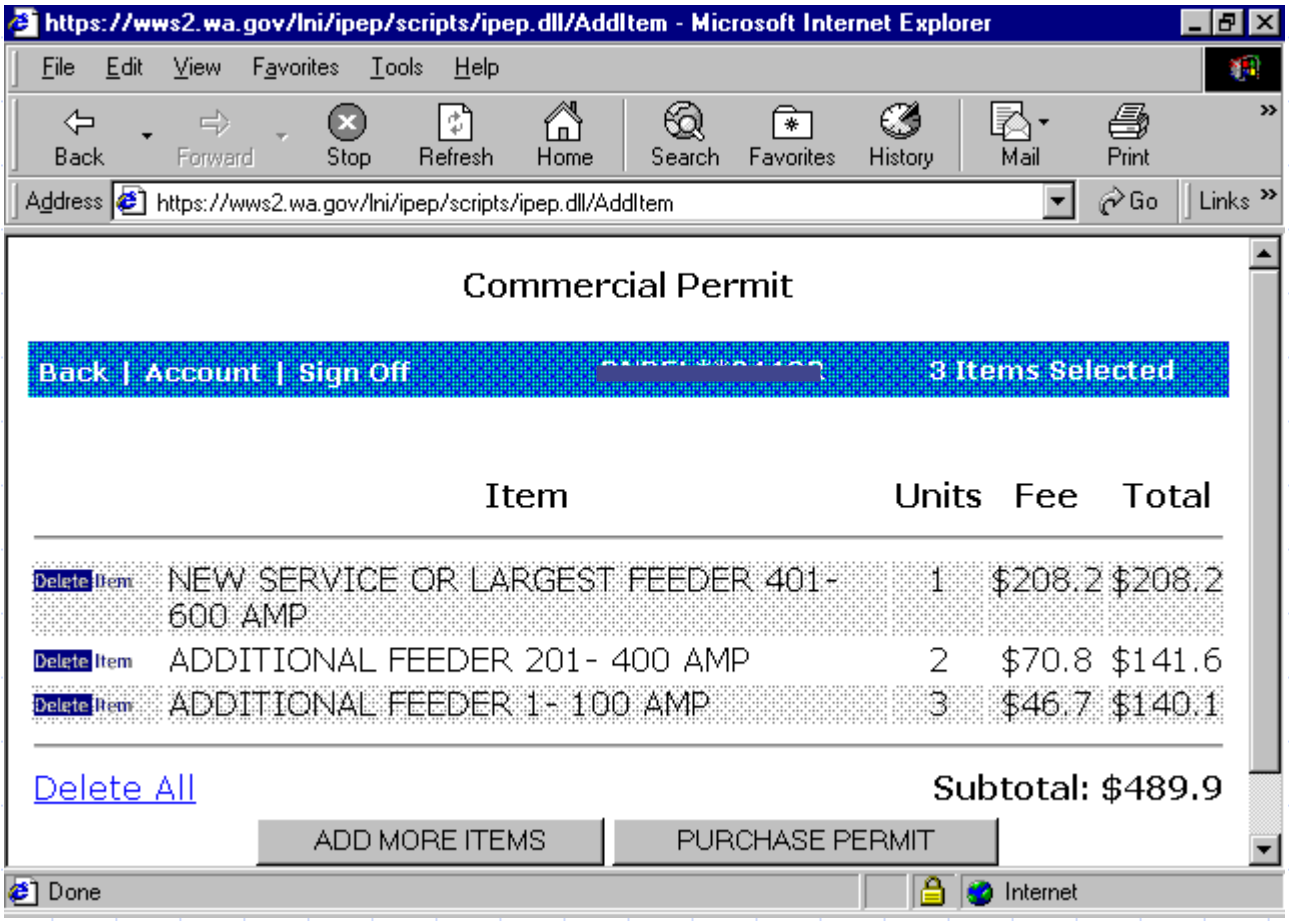
Let's add one more thing then we will move on to actually purchase the permit



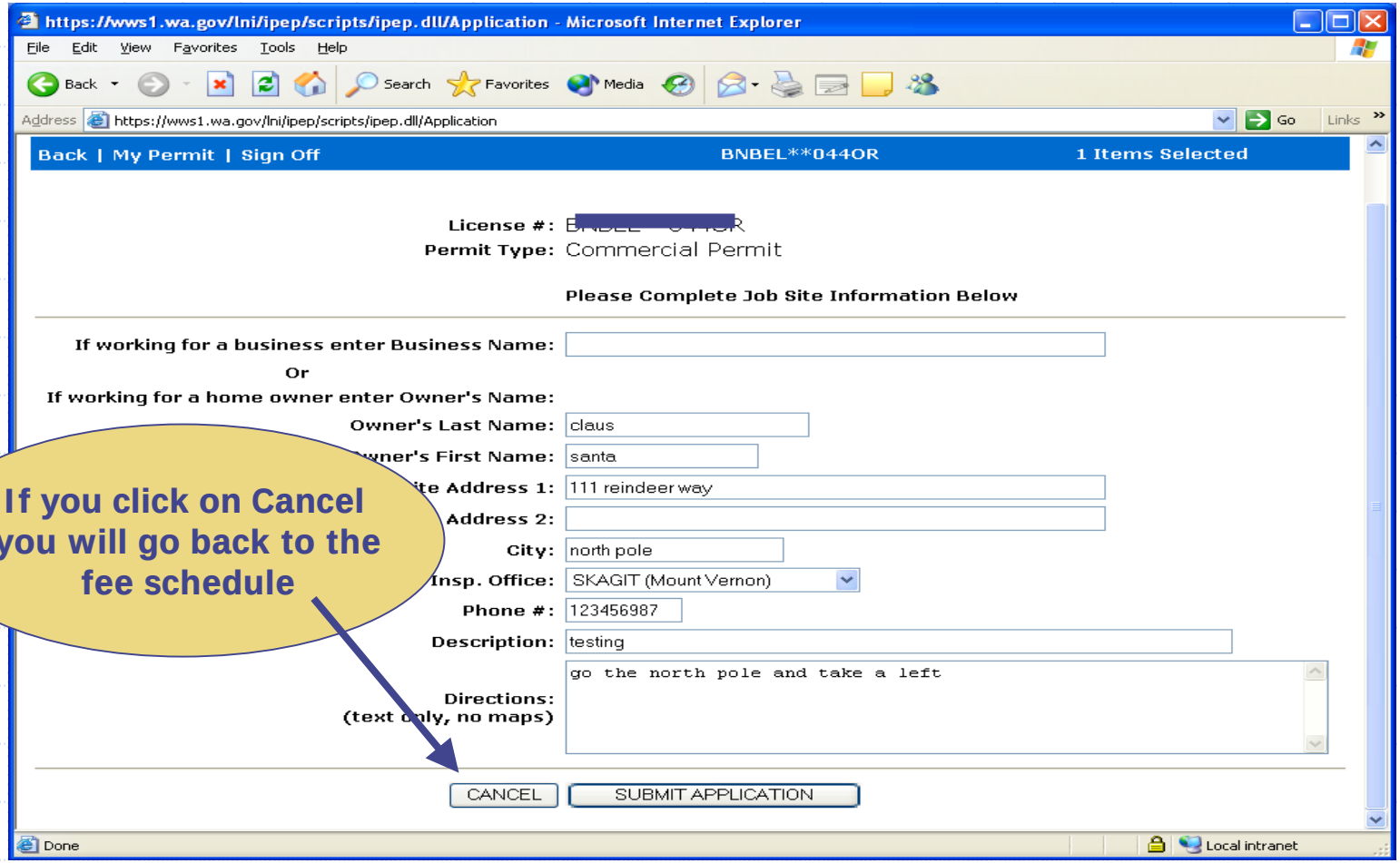
Remember...Select your item, and go through the process.



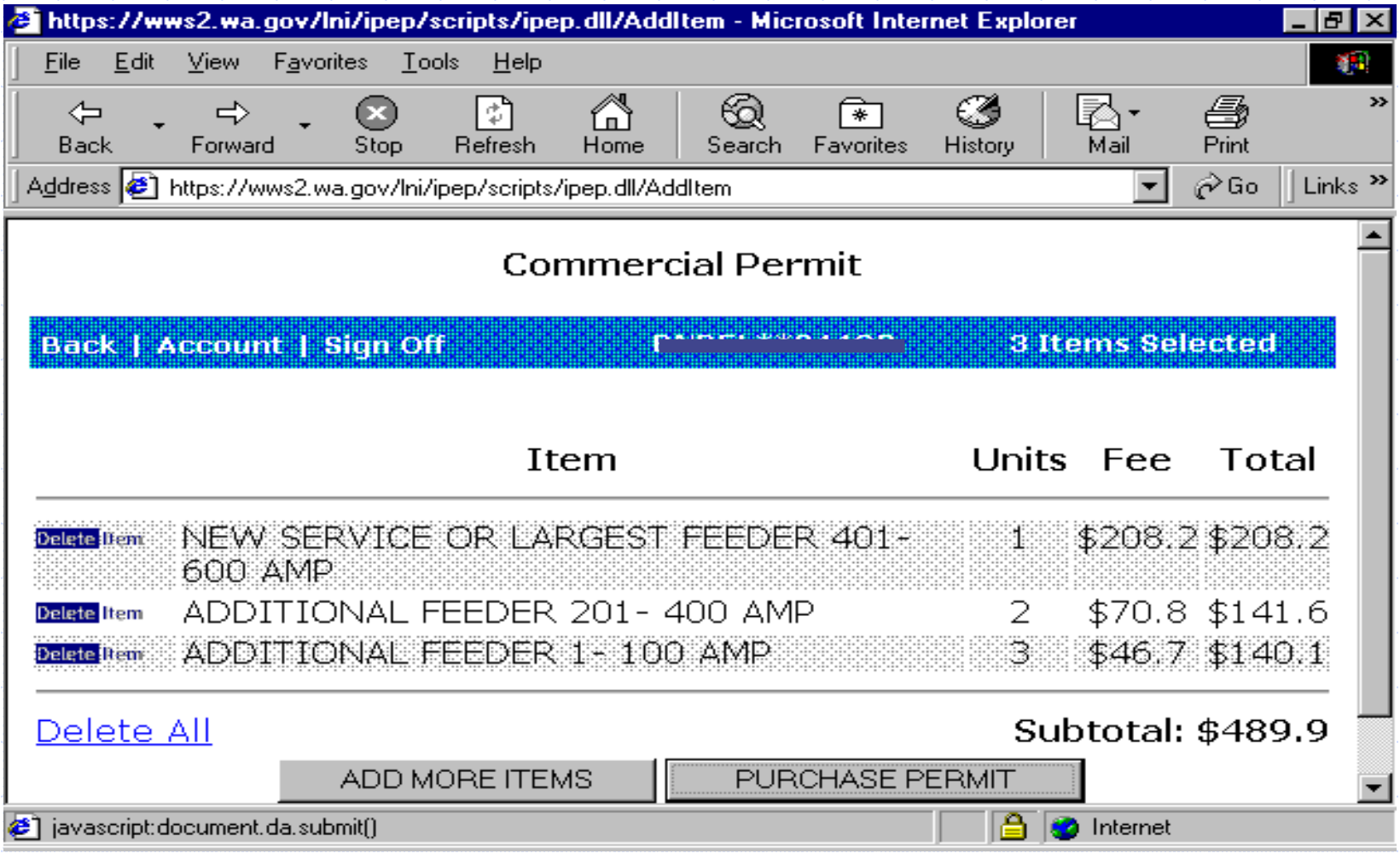
Now we have three items; 1- 600 amp service, 2- 200 amp feeders and 3- 60 amp feeders



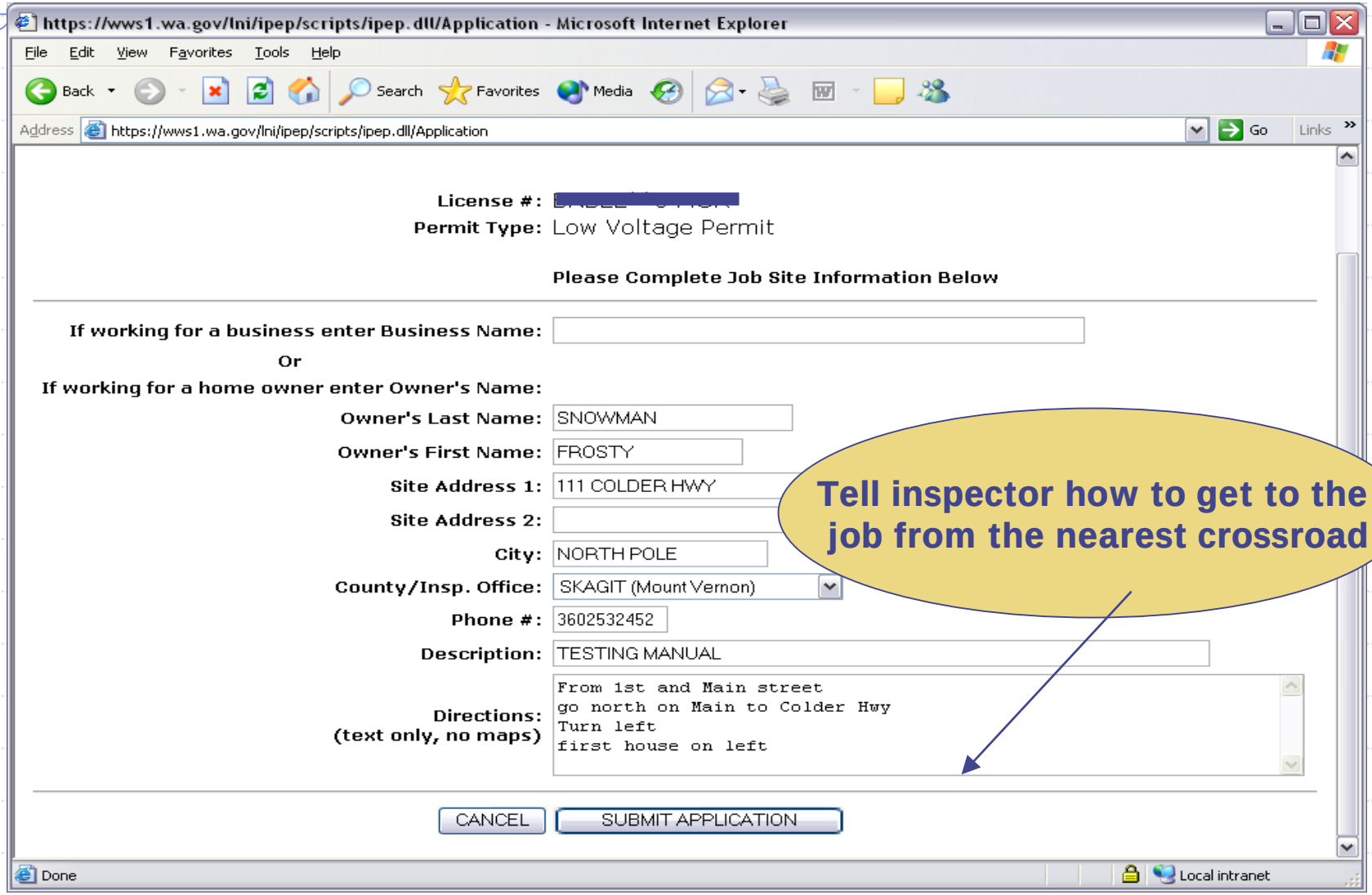
Now fill in the permit site information. *Your* customer's information Are you working for a company or a person? Fill in the appropriate business or person's name



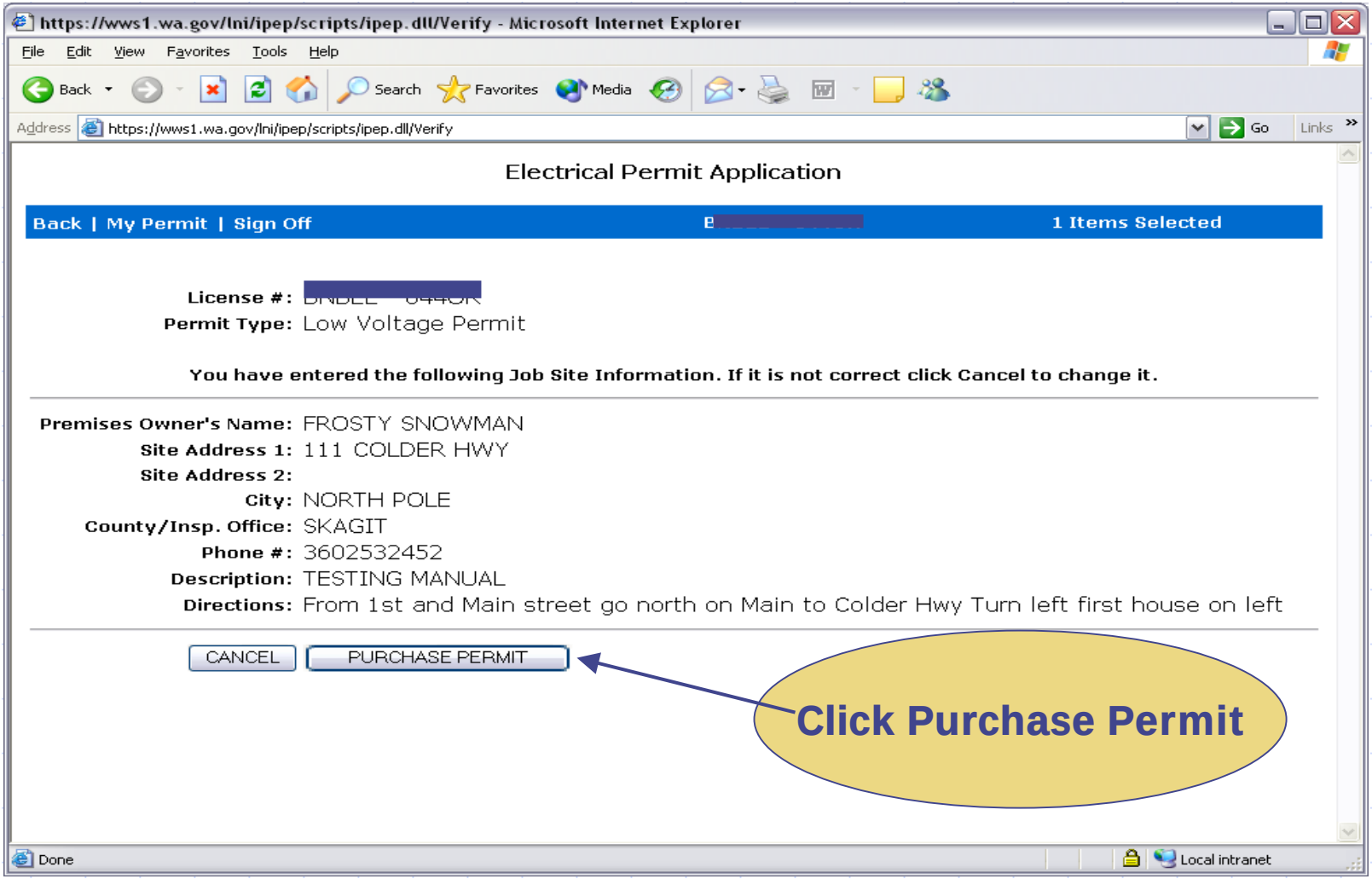
Pressing cancel takes you to your list of items so you can delete or add more items.



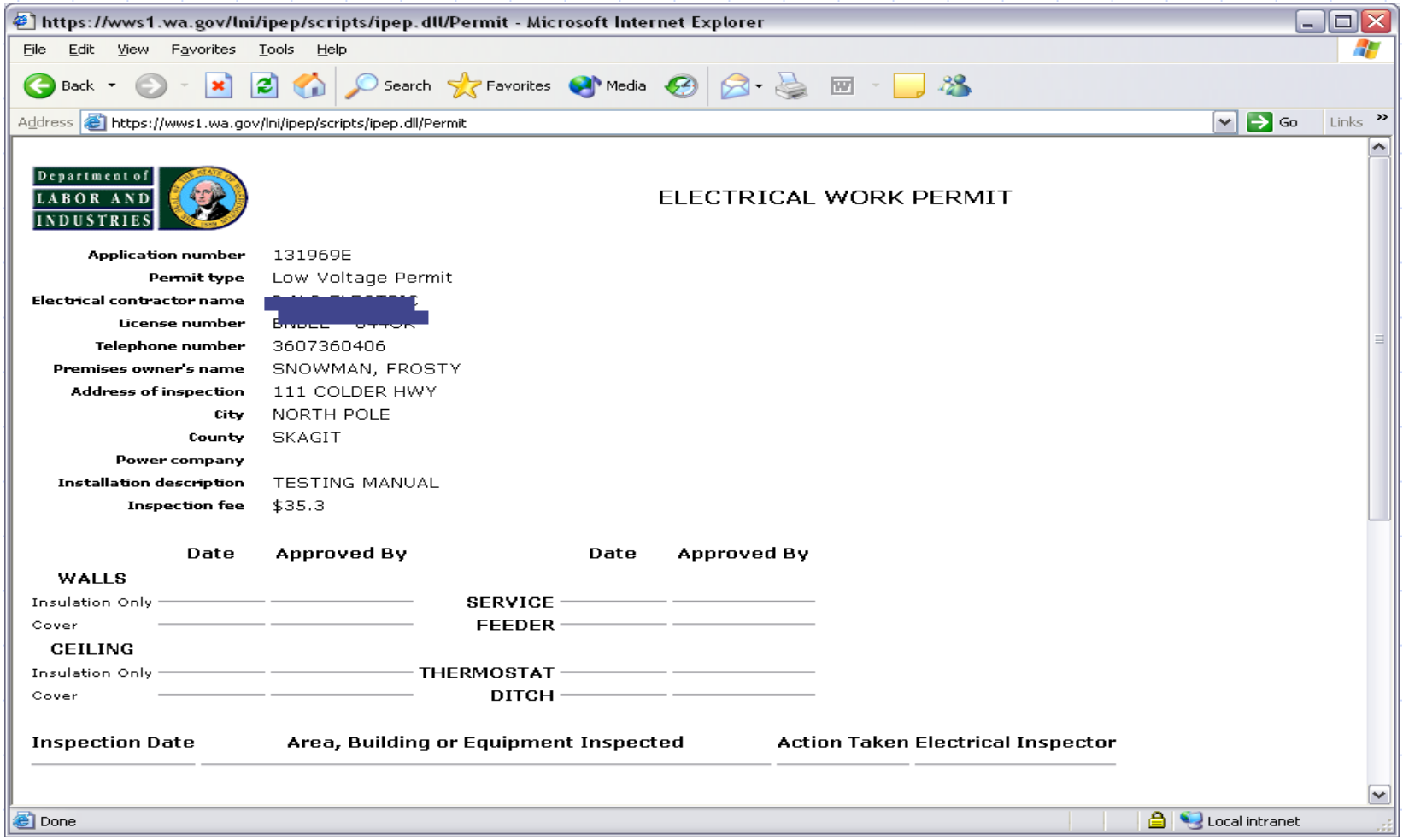
When you are finished click on submit application to purchase the permit



Your information is displayed for you to review



Your permit number is assigned and permit is created



https://wws1.wa.gov/lni/ipep/scripts/ipep.dll/Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Department of LABOR AND INDUSTRIES

ELECTRICAL WORK PERMIT

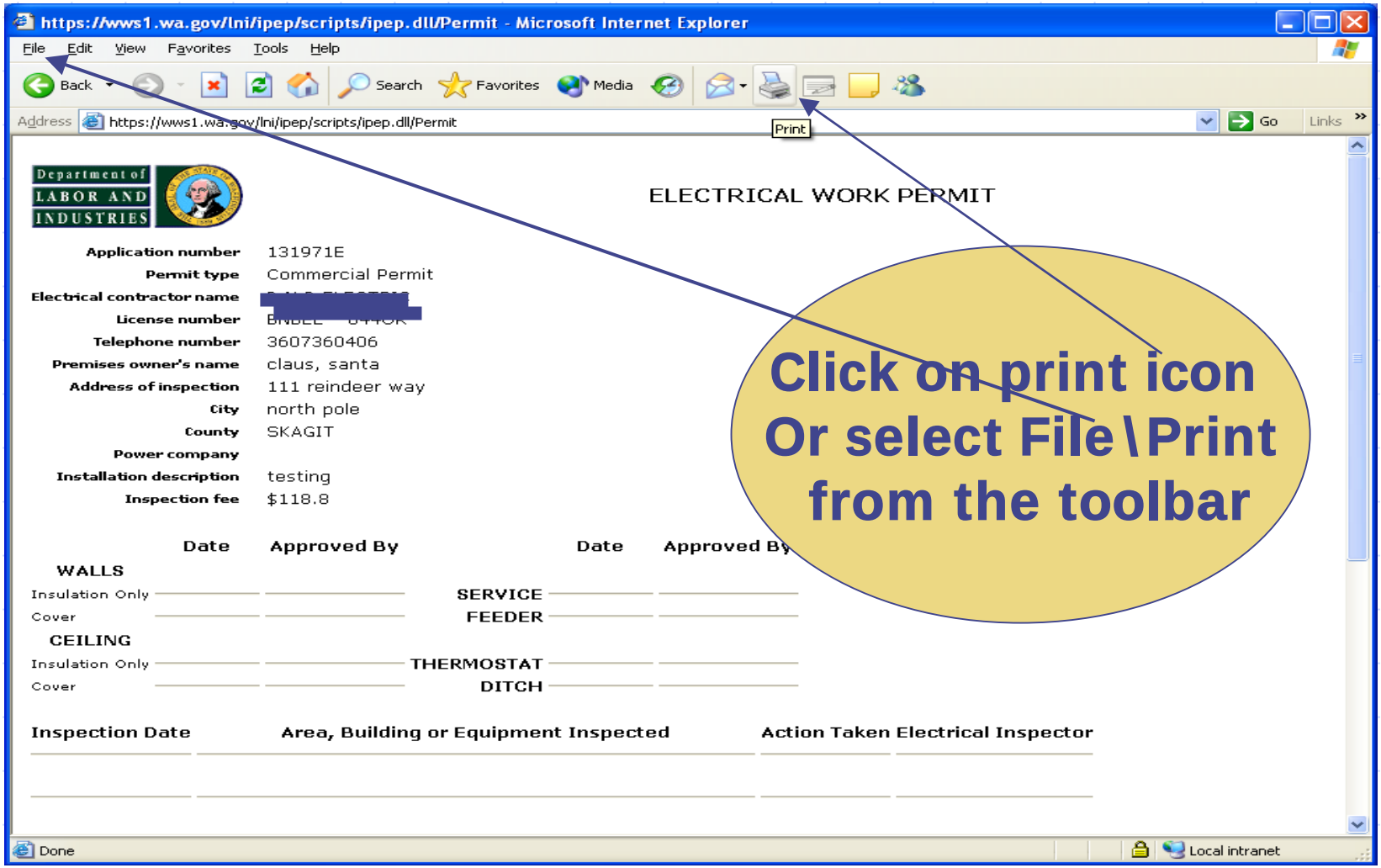
Application number	131969E
Permit type	Low Voltage Permit
Electrical contractor name	[redacted]
License number	[redacted]
Telephone number	3607360406
Premises owner's name	SNOWMAN, FROSTY
Address of inspection	111 COLDER HWY
City	NORTH POLE
County	SKAGIT
Power company	
Installation description	TESTING MANUAL
Inspection fee	$35.3

	Date	Approved By		Date	Approved By
WALLS					
Insulation Only			**SERVICE**		
Cover			**FEEDER**		
CEILING					
Insulation Only			**THERMOSTAT**		
Cover			**DITCH**		

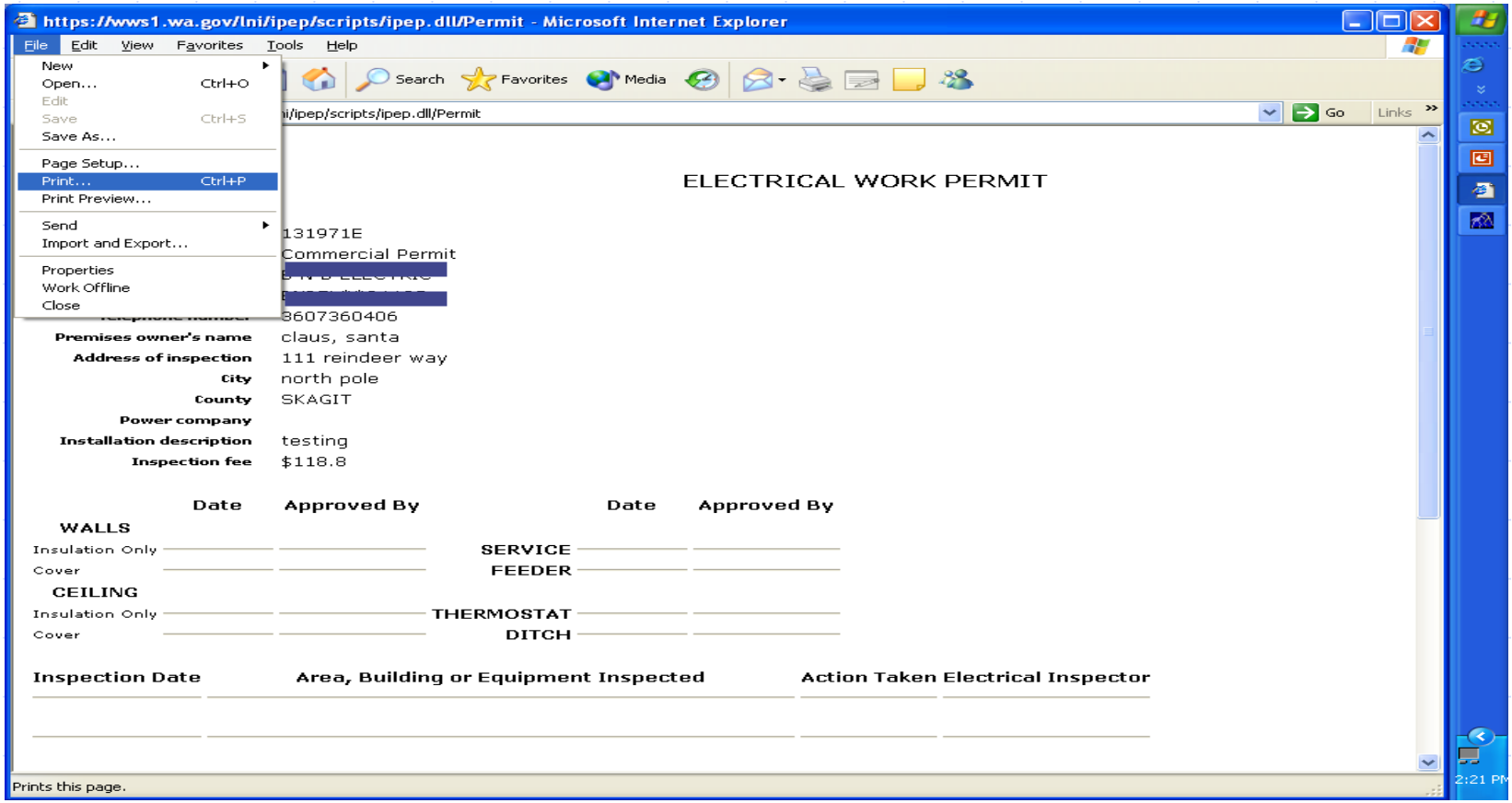
Inspection Date	Area, Building or Equipment Inspected	Action Taken	Electrical Inspector

Done Local intranet

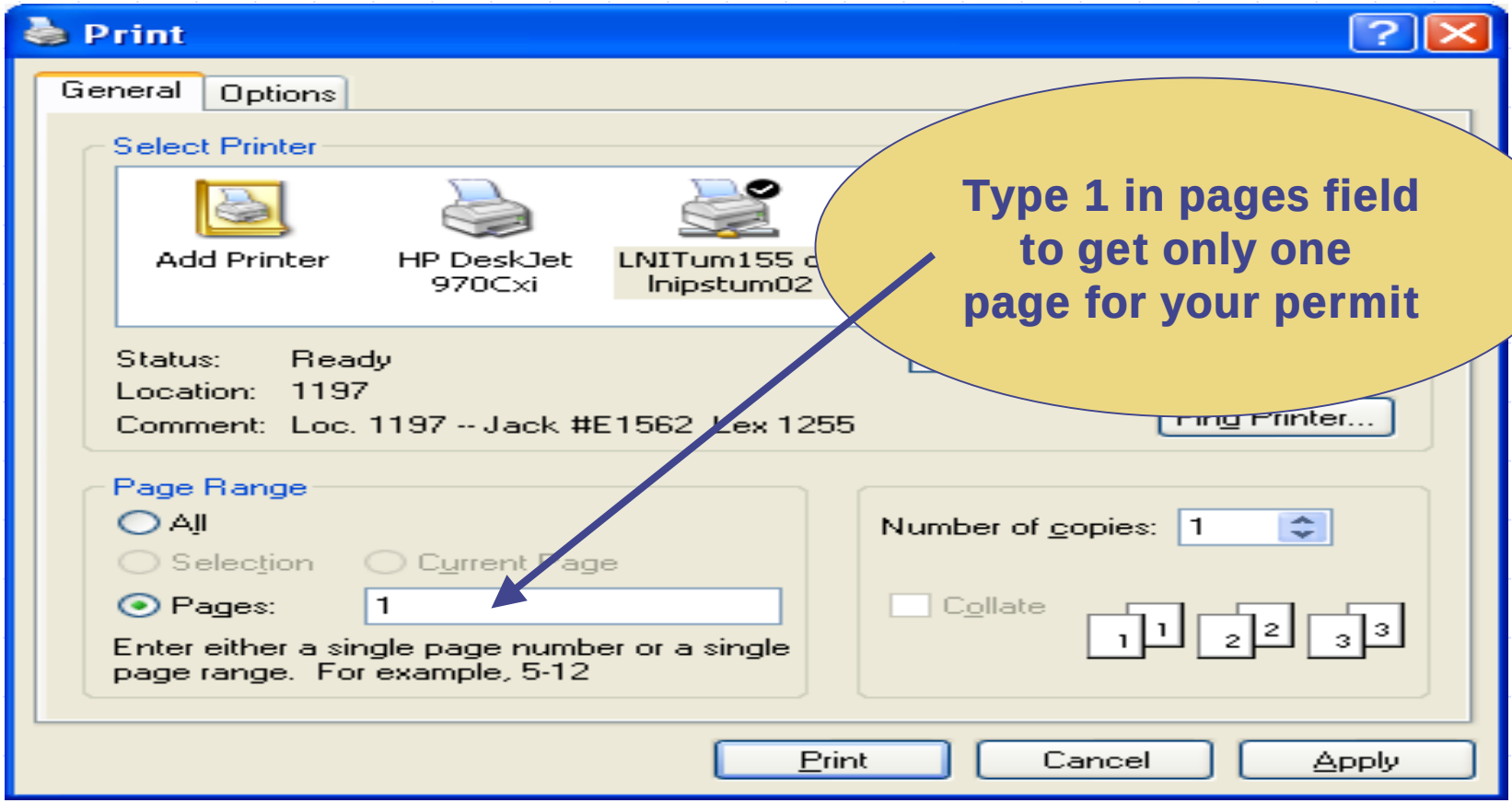
Print your Permit and post it on the jobsite



Selecting File Print to print your permit gives you the ability to control your print job

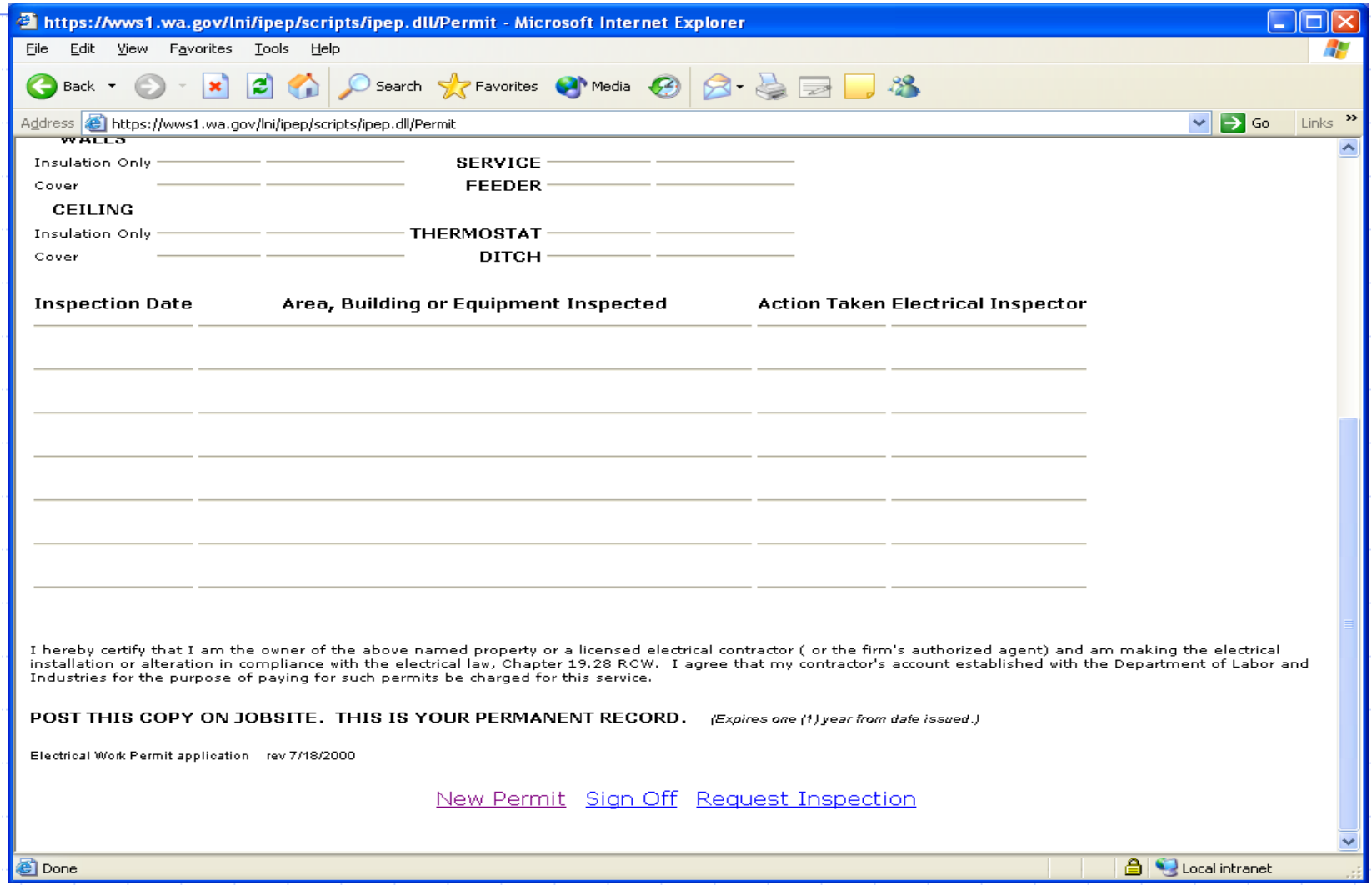


When you select file print from the tool bar you can control the number of pages.
Controlling the print of your permit



Scroll to the bottom of the screen to

Create a New Permit

Sign off

go to the EIRS system to request an inspection